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ABSTRACT

Based on a comparative study of guides from the Bahamas, Barbados, France, Italy, the Netherlands, Rhodesia, Spain, the United Kingdom, the United States, West Germany, and Zambia, this handbook provides guidelines for the organization and content of a general guide to archives, particularly national archives. It is noted that the handbook is especially intended for use in developing countries. Sections outline the requisite parts of a guide to national archives, covering: (1) a suggested model plan and the arrangement and layout of the table of contents; (2) introductory chapters, which should provide information about rules governing the use of the archives, a list of general finding aids, and information on the history and legal status of the archives; (3) descriptions of the history and contents of archival holdings and collections, and the means of access to them; (4) information on the archives library; and (5) indexes, appendices, illustrations, and maps. Each of these sections describes practices followed in the guides studied and then describes the standard system proposed. Appendices present examples of descriptive entries from different countries, mainly on the subject of agricultural archives (in various languages); a list of rules for archival guide layout (in French); and a 39-item bibliography (in French). (ESR)

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PARIS, 20 July 1983

UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

GUIDELINES FOR THE PREPARATION OF GENERAL GUIDES TO NATIONAL ARCHIVES: A RAMP STUDY

prepared by
Françoise Hildesheimer

General Information Programme and UNISIST

IR050648

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PREFACE

The Division of the General Information Programme of Unesco, in order to better meet the needs of Member States, particularly developing countries, in the specialized areas of records management and archives administration, has developed a co-ordinated long-term Records and Archives Management Programme, RAMP.

The basic elements of the RAMP programme reflect the overall themes of the General Information Programme itself. RAMP thus includes projects, studies, and other activities intended to:

1. Promote the formulation of information policies and plans (national, regional and international).

2. Promote and disseminate methods, norms and standards for information handling.

3. Contribute to the development of information infrastructures.

4. Contribute to the development of specialized information systems in the fields of education, culture and communication, and the natural and social sciences.

5. Promote the training and education of specialists in and users of information.

The present study, prepared in the form of a handbook by Françoise Hildesheimer, under contract with the International Council on Archives (ICA), is intended to assist national archives institutions, more specifically in the developing countries, in the preparation of a basic model finding aid which will introduce information users to the nature, value and potential uses of archives. This handbook has been based on comparative studies of general archives guides, the studies having been carried out in the context of the traditions of the government departments concerned and of the use of documents by government departments. The handbook nevertheless provides practical guidelines for the organization and content of general guides; and the guidelines can be applied to the description of archives of any sort.

Comments and suggestions regarding the study are welcomed and should be sent to the Division of the General Information Programme, Unesco, 7 place de Fontenoy, 75700 Paris. Other studies prepared under the RAMP programme can also be obtained at the same address.

1. PURPOSE AND PLAN OF THE HANDBOOK

1.1 Archives guides

1.1.1 Definition of archives guides

Even if the kind of archives guide we know today may be regarded as a result of archiving practice, we should start--in the interests of clarity--by saying what it is. In actual fact, to be pragmatic, any finding aid relating to archives could be called a 'guide'. However, the word is used for a quite specific type of book of which there are three broad categories, viz. guides by archives institutions; cumulative guides to all the archives in a given region or country; thematic guides covering specific categories of documents selected either according to their nature or in terms of a research theme.

The guide is therefore a finding aid which provides a general survey of the archives with which it deals. It is generally divided up by holdings or series and contains additional background information on the government department which is the source of the archives, and a list of corresponding finding aids.

This guide deals with the first category (guide by archives institution) and more specifically with its application to national archives.[1] This restriction makes it possible to have a clear view of the subject, so that a plan and standardized rules for drafting and presentation can be proposed, based on the experience gained in many countries. It should be noted that the emergence of archives guides has by no means followed a uniform pattern and that even now, when the relevance of such guides is generally recognized, they differ from each other very considerably. It is therefore important, when putting forward a definition, to stress the significance and historical development of this type of finding aid.

1.1.2 Use of archives guides

The need to provide users with information about everything that the archives contain, and to provide them with general directions, might seem perfectly obvious today, but did not emerge automatically from archiving practice. This development must of course be seen against the establishment of archives in many countries which do not have a long tradition in this field, and the changing pattern in the use made of archives. For example, historical research on an international scale makes it necessary to provide distant scholars with full and accurate information, archives have been opened up to a public which is unfamiliar with research methods and has to learn the essentials of archiving practice, and there has been a general increase in the number of researchers. Thus in most countries it has become necessary to 'guide' the users of archives by providing them with easy-to-use, comprehensive reference volumes enabling them to make a first contact with archives holdings and collections. The

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1. This means any public institution collecting general archives and responsible for centralizing the preservation of the archives of most or all of the institutions: national archives, central or general (in individual countries) or federal (in federal countries).

experience that has now been accumulated in this field makes it possible to compare the various practices and to try to merge them, so as to achieve a certain degree of standardization which will be of benefit to archiving techniques and to historical research.

Research done in archives is varied and it is essential that any introduction to archives should take this into account. In our particular approach, we distinguish between:

- departmental research, since before being 'the storehouse of history', public records offices are a government department serving other government departments;[1]

- personal research, i.e. carried out by an individual either to establish or defend a right or for disinterested purposes;

- historical research, which is simply a category of personal research conducted by an individual researcher or team of researchers for scientific purposes.

To make this research possible, free access to archives documents, in accordance with the legislation and regulations in force, is a generally accepted principle. However, that principle can only really be put into practice if the potential user is aware of the existence of the documents. This is where finding aids, including the guide, come into the picture.

1.1.3 Emergence of the archives guide

In this field, contrary to the Cartesian principle by which one should logically move from the general to the particular, the historical development of finding aids in long-established archives, has moved from the particular to the general and has only quite recently produced and made generally available the type of archives guide which we know today.[2] In broad terms, it is true to say that archivists in the last century tended to devote their work and publications to the more outstanding parts of archives collections or categories of documents which they described in detail in inventories or catalogues. With the public now making use of archives, a real revolution has occurred rendering such painstaking descriptions impossible. New types of more comprehensive finding aids like the directory have had to be devised, dealing no longer with separate documents or items but with series of archives or even groups of series. Archives work today in terms of the rate at which material is deposited and the number of kilometres of shelving required for storage. The archiving of holdings not open to the public, with which went the above-mentioned analytical inventory, has been joined by archives accessible to the public, and these are constantly increasing. They call for new finding aids such as directories, work sheets, index of deposits, and so on, and the purpose of archives guides is to present all these things in a uniform way.

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1. In this case it is obvious that any regulations restricting the communication of documents do not apply to the department which has produced those documents.
2. This late development is true of all countries, even though the first guide to the Public Records Office dates from 1853, and in France, the Etat sommaire des Archives de l'Empire was published in 1867.

Although more succinct and better adapted to recent documents, these finding aids only concern one collection or one series in isolation. Given both the increase in the volume of documents and the increase in the number of researchers, it is essential to devise even more comprehensive research aids which will present, in an easy-to-use form, all the holdings and collections of an archives service. This is what a guide is.

A guide was originally a simple checklist of holdings, with an indication of their starting-dates and finishing ('états des fonds' in French, 'Bestandslisten' or 'Kurzübersichten' in German), but with no indication of classification and no references to finding aids. This was gradually expanded to include historical background and information on related material in the holding ('Bestandsübersicht'), as well as various practical or general notes concerning the organization of the archives, accessibility of documentation, etc., finally becoming the real guide that we know today. It amounts to a kind of panoramic view of the documentary holdings or collections, accompanied by any material that can throw light on them.

This distinction is very much based on the terminology in use in the various countries, which covers everything from a brief description to a more detailed guide. It may appear to have been blurred in France by the recent publication of the Etat général des fonds of the National Archives. (General description of the holdings.) This finding aid is the current example of a practice which started in 1867 with the Inventaire général sommaire des Archives de l'Empire and was continued in 1891 with the Etat sommaire par séries des documents conservés aux Archives nationales. The holdings were listed by series according to the classification system in use, with indications of their starting and finishing dates, the number of series and a brief summary of the kind of document they contained. The new Etat général des fonds replaces this older one and consists of five volumes, which means that it is much more detailed. It contains a brief description of the series and sub-series (for despite its title it in fact provides a checklist of each series), keeping historical references to a minimum and excluding any bibliographical references in this field. This is followed by a list of the documents in order of their reference numbers, constituting a real index which varies in length according to the degree of homogeneity of the documents. In the first four volumes no reference is made to finding aids, but the fifth and last volume, which is still to be published, will deal exclusively with that aspect since it will consist of a checklist of the inventories. Thus in the case of the French National Archives, the checklist of the holdings has come to assume the form of a detailed description which in many respects closely follows the numerical index and which, on account of its very detail, is difficult to apply to archives which do not have a long tradition of classification and indexing.

It should also be pointed out that France has a collection of guides to departmental archives. As they do not refer to the national archives they do not fall directly within the scope of the present study but may be considered here in various connections. Their structure was dealt with in a memorandum from the French Department of Archives (Circular AD 69-2 of 8 April 1969) which systematized the practices which had developed out of archivists' experience (the first guide dates from 1936). A number of features were highlighted, particularly as regards the introductory part, in order to make its structure more methodical.

Here again, reference must be made to a book which does not directly concern the subject of this study but which contains much that is useful. This is Les sources de l'histoire économique et sociale du Moyen Age[1]--a real guide which, for the period in question, reconstitutes in a remarkable way archives collections wherever they are kept and is accompanied by a series of archives maps which may be used as a model.

1.1.4 The guide as a reflection of the structure of government and of archiving practices

Finally, no account of the development of such guides and of the need for them would be complete without a brief mention of the historical background to their structure which, like that of the archives themselves, is an indirect reflection of the history of a country.

Transposed into the language and practice of archives, this history becomes collections, series, record groups, Bestände, and so on, since the way of classifying documents dictates the way the guide is organized. The way archives are organized is of direct concern to us here, and although we shall say nothing about previous administrative practices (Registratur, filing system, etc.), a broad consensus developed quite early in France in favour of not imposing any artificial order on archives, and this idea spread although with many exceptions and compromises. One such compromise was to group the collection into methodical series organized according to a system of classification. This system was often in conflict with a strict desire not to impose any artificial order but was suitable for small and well-defined archives. It has shown itself to be incompatible with the continual expansion of contemporary government archives and with variations in the structure of government. More and more people are thus coming to prefer the continuous series system which is more flexible and compatible with the desire to avoid an artificial ordering--deposits, or possibly whole collections, being juxtaposed as they enter the archives. In such cases, the guide provides a methodical ordering based on the organization of government, and does not just present the documents in order of reference numbers.

It should however be made clear that, while every archivist is perfectly well aware that not all documents deposited in archives--still less all those produced--are kept for ever, it cannot be assumed that the user knows this. Thus, contrary to an almost universal practice, in addition to stating what is being conserved, a guide should mention what has been discarded or not even deposited in the archives. On the other hand, it should certainly not attempt to enumerate such material. That would be an impossible task in view of the number of items to be discarded in today's deposits. This observation applies particularly to recent holdings, since systematic sorting and discarding is a recent practice.

1. Bautier, R.H.; Sornay, J., Les sources de l'histoire économique et sociale du Moyen Age. Vol. I., Provence, Comtat-Venaissin, Dauphiné--Etats de la Maison de Savoie, 3 vols., Paris, CNRS, 1968-1974, CVI-822 pp., maps.

1.1.5 Is a general guide the final stage in archiving work or only the preliminary stage?

As we have seen, the preparation of a guide is the result and the confirmation of a great number of historical, administrative and archival factors. Its feasibility raises one final and essential problem which is often decisive and cannot be ignored. It is worth noting that the memorandum from the French Department of Archives (which we shall take as an example of regulations in this field) laying down a system for departmental guides, begins by stating that: 'the aim of an archives guide is not to replace inventories and directories, nor even to make up for there being none, but to give an overall view of a deposit so that the user can know what its resources are, the nature and relevance of its holdings and the finding aids available there.

This means that preparation of a guide does not necessarily involve prior classification and inventory work. A guide is primarily descriptive rather than normative. It is planned from a practical and not from a theoretical point of view. Its main requirements are that it should be clear, systematic and specific'.

It is obvious that a guide should adopt a comprehensive view, but one might well ask to what extent it can be a guide to holdings which are neither classified nor even acknowledged and how this difficulty can be reconciled with the great importance attached to guides. In addition, the user's interest is becoming increasingly directed towards recent holdings, many of which need archival treatment.

This is the point, I think, where we need to go beyond the stage, which varies from country to country, of archival terminology and say that the single word 'guide' means equally well what in France is called 'état des fonds' (list of holdings) and in Germany 'Bestandslist'. In addition, it if is adapted to different local conditions, a flexible research aid of this sort can play a useful role as long as its editors, instead of pitting their own comprehensive approach against the analytical approach of inventories and directories, attempt to bring the two approaches together. Thus the type of guide employed should be designed in relation to the state of classification work and not be made completely independent of it. It is intended to meet a need common to all countries, but must be modified to fit in with different archiving traditions.

A brief guide is often published to provide information and makes it possible to bring the existence of holdings to the attention of researchers, even if it has not yet been possible to make an accurate survey of the contents of those holdings. The publication of a fuller and more detailed guide, which may in some cases be more akin to a directory, may provide an opportunity for presenting many holdings or collections for which there will then be no need to bring out more detailed individual finding aids. Conversely, with regard to holdings for which finding aids have already been widely circulated, the description provided may be briefer and more comprehensive. In the following pages, a description will be given of the various parts of a detailed guide, as they can be put together from existing examples, but we shall also indicate exactly which ingredients could be included in a more concise guide, suitable for the description of recently constituted archives without any longstanding tradition with regard to finding aids and for which a guide represents a starting-point and not a final stage.

This work will often provide a basis for further developments and keeps open the possibility, when at a later date more precise and more detailed individual finding aids have been developed, of publishing new, fuller editions which will include the information thus accumulated.

Thus, whether it is concise or detailed, the guide is a unique finding aid which is both flexible and comprehensive and adaptable to different archiving traditions. While it may represent a final stage in the process at the time of its preparation, it must also be regarded as a starting-point for future work.

1.2 Arrangement of the handbook

1.2.1 Plan and structure

If the various parts of the guide that this handbook is about are presented in a methodical way, two kinds of information will be apparent.

(1) As regards the description of holdings and collections:

- essential basic data, regardless of the way in which the holdings or collections are classified, which the editor cannot omit and which in themselves constitute a succinct guide;

- fuller and more descriptive details, constituting an expanded guide, given on the basis of the information provided by existing finding aids about holdings or collections, and making allowance for how accessible such finding aids are.

(2) Taking the volume as a whole rather than just the descriptive entries, one finds:

- permanent entries (mainly descriptions of holdings and a list of further sources);

- parts which are periodically updated, mostly in the introductory chapters (legislation and regulations) although all entries for open holdings also have to be updated.

The theoretical remarks in Chapter 1.1 were lengthy but essential as a statement of the problems connected with guides as a priority in archives work. They show that this priority is different in each case, according to whether it is the culmination of years of work spent on preparing finding aids, or the starting-point of work which the guide will make it possible to plan. That is why, in the light of all these considerations and the experience already acquired, we shall try to describe the ideal guide, representing the practical side of these theoretical ideas. This handbook is intended for national archive services but draws on a broader framework of experience. It will place emphasis on modern and present-day archives without, however, disregarding old archives whose experience is adaptable to more recent periods. This will make it easier to adapt the handbook to recently established archives. The handbook consists of three main sections, the same as those found in the guide:

- introductory chapters;

- entries describing holdings and collections;

- appendices.

Each part is, broadly speaking, made up of two sections consisting of a résumé of the practices actually followed in the volumes mentioned below (1.2.3), typed in indentation, and a description of the standard system proposed. Where the practices are concerned, it was decided not to make a systematic analysis of all the volumes but to cite examples and points considered to be particularly characteristic and leave it to the reader to refer for more details to the sample entries given in Appendix A or, better still, to the volumes themselves.

1.2.2 General recommendations for preparing a guide

These general remarks should not obscure the qualities needed in preparing any finding aids, one of which is consistency. There is a need for consistency in planning and layout and this is a matter that calls for particular attention when finding aids are written by a number of different people. Strict rules must be laid down as soon as work begins and everyone involved in the preparation must follow them. This brings us to the second quality that must be present, which is clarity. The users of archives are not always familiar with archiving practices and all necessary explanations have to be provided. Here, the watchword is simplicity. A special effort must be made to avoid too many subdivisions which make it hard to understand the structure of the volume and complicate its layout. A four-point system of subdivision should be regarded as a maximum.

1.2.3 Guides used as references

The following general guides to national archives have been used in the preparation of this study. They are listed in the alphabetical order of the abbreviations used to refer to them in the text:

ACS Guida generale degli Archivi di Stato italiani. Rome, Ministero per i beni culturali e ambientali. Ufficio centrale per i beni archivistici, Vol. I, A-E, 1981. 1,040 pp. (Archivio centrale di Stato, pp. 33-295).

ANF.EGF Les Archives nationales. Etat général des fonds. Paris, Archives nationales, 4 vols., 1978-1980, 820, 656, 414, 432 pp.

ANF.GL Guide du lecteur. 2nd ed., Paris, Archives nationales, 1980, 56 pp.

ARN De Rijkarchieven in Nederland. Staatsuitgeverij,'s-Gravenhage, 1973, 390 pp.

BA Facius, H.; Booms, H.; Boberach, H. Das Bundesarchiv und seine Bestände. 3rd ed. Boppart am Rhein, Harald Boldt Verlag, 1977. 940 pp. (Schriften des Bundesarchiv, 10).

Bah. Guide to the Records of the Bahamas. Government Printing Department, Commonwealth of the Bahamas, 1973, XVI, 110, 28 pp.

Barb. Chandler, M.J. A Guide to Records in Barbados. Oxford, the University of the West Indies (by Basil Blackwell), 1965, 204 pp., map.

E. Sánchez; Belda, L. Guía del Archivo histórico nacional. Madrid, Dirección general de Archivos y Bibliotecas, 1958, 235 pp.

NARS Guide to the National Archives of the United States. Washington, National Archives and Records Service. General Services Administration, 1974, 884 pp.

PRO Guide to the Contents of the Public Record Office. London, Her Majesty's Stationery Office, 3 vols., 1963-1968, 250, 410, 192 pp.

Rho. Baxter, T.W. Guide to the Public Archives of Rhodesia. Salisbury, National Archives of Rhodesia, Vol. 1, 1880-1923, 1969, 262 pp.

Zb. Graham, L.M.; Halwindi, B.C. Guide to the Public Archives of Zambia. Lusaka, National Archives of Zambia, Vol. 1, 1895-1940, 1970, 154 pp., ill.

These volumes provide a panorama of the practices of a number of countries regarding general guides to national archives. The choice of a rather small sample was intentional but the sample selected was considered to be characteristic. Most of the volumes chosen were recent, and many more general publications have been excluded, such as guides or union catalogues covering several archives institutions.

Lastly, we should mention the Guide des Archives en Belgique (Gids van Het Archiefwesen in Belgie), Bruxelles, Association des archivistes et bibliothécaires de Belgique, 1972, 117 pp. (roneoed). It was not included in the above list because it is more of an annual than a guide as we have defined it.

2. WHAT A GUIDE TO NATIONAL ARCHIVES SHOULD CONTAIN

2.1 Model plan and table of contents

2.1.1 Model plan

The model plan shown below is applicable in its entirety to a detailed guide of a descriptive character. In Part B, which deals with the description of holdings and collections, stress is laid on the basic ingredients that could go to make up a concise guide which is more indicative than descriptive.

Part A - Introduction

- Introductory note
- Table of Contents (summary)
- Practical information and procedures
  - Address of the archives
  - Conditions for admission
  - Facilities provided
  - Inquiries by post
  - Regulations concerning the communication of documents
  - Procedures for on-the-spot consultation of documents
  - Loans
  - List of general finding aids

- The archives service and its collections

  - Archive terminology

  - History, historical geography and administrative history

  - History of the archives services

  - Legal status of holdings

  - Legal status of the archives service

  - Legislation and regulations

  - General bibliography

Part B - Description of the holdings and collections of the National Archives

- Entries by holding or collection

  - Title and reference number

  - Size

  - Starting and finishing dates

  - History of the institution or institutions which deposited the archives

  - History of the archives

  - Content of the archives

  - Special conditions governing accessibility of documents

  - Further sources

  - Bibliography

  - Microfilms

  - Library, newspapers and pericdicals, printed archive materials (possibly)

Part C - Index; appendices.

2.1.2 Table of contents (summary)

As regards the place of the table of contents inside the volume, the French practice of placing it at the end is the exception. In other countries it is placed at the beginning (immediately following the introductory note, preface or foreword) and presents a summary of the work.

Putting the table of contents at the beginning gives a better balance to a volume ending with an index, and is a practice that should be adopted. In any case, it is essential that there should be such a table so as to provide the reader with an immediate view of how the guide is arranged.

2.1.2.1 Arrangement

The table of contents should therefore, give an exact idea of the way the guide is arranged. It should mention all the parts of the work including the introduction, appendices and index.

2.1.2.2 Layout

The layout of the guide emerges as a matter of course from the foregoing. All the divisions and subdivisions have to be included and their relative importance clearly denoted by an appropriate typographical arrangement. The three major parts of the guide will therefore stand out clearly and their contents will be clearly displayed. However, there is no need to include in the table of contents the subdivisions of the descriptive entries for holdings and collections because they are the same for all such entries. References are to page numbers, given at the end of the line. Again as far as the descriptive entries are concerned, the title of the holding or collection can be followed by its reference number in brackets, as can be seen from the following example from NARS:

RECORDS OF EXECUTIVE DEPARTMENTS

DEPARTMENT OF STATE

General Records of the Department of State

(Record Group 59).....131

Records of the Foreign Service Posts of the Department of State (Record Group 84).....140

In cases where classification is by series (ANF.EGF), the series number is placed before the title:

SERIE G. ADMINISTRATIONS FINANCIERES ET SPECIALES

G[1]. FERME GENERALE.....30

Administration générale.....32

Dossiers constitués sur des fermes particulières.....33

N.B. As a rule, the complete list of abbreviations used in the guide is placed after this summary.

2.2 The introductory chapters

The guides we have selected as references are very different as regards their introductions. As a rule, a general introduction contains brief accounts of how the guide came into being, the conditions for research, the history of the collections and of the archives building, legislation on archives, and the availability of documents. Illustrative tables are sometimes included at the end of the book. Here are some examples:

- PRO: general introduction limited to six pages, describing the origin and history of the documents, their languages and scripts, methods of classification, and availability. Volumes II and III also have short introductions (three pages each) which deal more specifically with the documents described in them. It should be noted that Volume II mentions eliminations and covers private archives. There are also annexes giving the chronology of the reigns of the kings and queens, with references to the texts quoted in the guide, a glossary of technical and specialized terms, and, finally, two indexes (people and places, and topics).

- NARS: introduction is twenty-five pages long and provides a short history of the archives, the history of the guide (including the previous volumes) and a definition of 'record group'. It outlines the conditions of access to the archives and restrictions on the availability of documents, and to end with, describes the various forms of assistance given to research (the library). There is in addition a synoptic table of the dates covered by the different record groups as well as several appendices which we shall speak about below (2.5). These contain extracts from the regulations governing access to documents, opening times, way of quoting documents, numerical list of record groups, and, finally, a single index.

- ACS: the general introduction of thirty-one pages concerns all the services of the state archives and covers the following: the purpose of the guide, the development of the state archives up to the point described by the guide, previous attempts at a general description, the initial project and the progress of work, the distribution and periodization of the holdings, the order of the holdings within historical periods, the subdivisions of the section on non-public archives, the titles of the holdings, contents, dating, finding aids, historical and archival notes, series, bibliography, a descriptive account of each department, the topographical order used in the guide, annexes, index, and final remarks. There is also a brief introduction giving the background and the characteristics of each department described.

- ANF.EGF: this volume is distinguished by its short foreword (five pages) which limits itself to a general presentation. Practical information is contained in another volume--the Reader's Guide. This successively reviews admission, reading rooms, the communication of documents, special provisions applicable to certain rooms, and the photography and reproduction of documents, including their authentification. The classification system is outlined in the annex.

- Finally, most of the less important archives guides (Bah., Rho., Zb.) limit themselves to a brief historical background of the country and of the archives service, and to a presentation of the volume.

Given such variations, and in order to provide clear answers to the questions which the researcher might raise, it is essential that the introductory chapters should have a more definite form. They cannot, of course, be a handbook on archives and must remain a direct introduction to the presentation of the holdings and collections for which the guide was prepared.

2.2.1 Preliminary note

This is the first part which can be isolated, and refers exclusively to the volume which it introduces. It describes how the volume came into being, its ancestry, if any, its object, and the characteristics and arrangement of the volume, and sometimes contains a note about the authors and how much each contributed. It is thus a brief and detailed section, the contents of which depend wholly on how the guide was compiled and which can easily be isolated from more general archivistic considerations.

2.2.2 Practical information and information about rules

This should be put in an introductory chapter containing general and practical information about the archives covered by the guide and how material can be obtained. All this information should, of course, be periodically updated. It should comprise:

2.2.2.1 The address of the archives

The location and, if necessary, post and telegraphic addresses, telephone number (except if changed freqently), days and times when open to the public (also indicating the times during which documents are communicated), dates of annual closure and bank holidays.

2.2.2.2 Conditions for admission to the archives

Formalities to be observed by nationals and foreigners, how to register, documents to be produced, fees which may have to be paid, the reader's card-preparation and validity.

The admission department, and whether it has its own special opening times.

It must be pointed out that this paragraph only concerns the admission of readers and not the conditions for the communication of documents, which are to be found below (2.2.2.5 and 2.2.2.6).

2.2.2.3 Practical facilities offered by the archives

This covers all that the general public should know about the various material facilities available, e.g. certified copies, photocopies (possible restrictions, charges), microfilms and photographic offprints, the sale of finding aids, the sale of photocopies or microforms, unpublished finding aids and, more generally, the practical ways in which finding aids are made available to the general public (reference books, inventory room), and possibly a library accessible to researchers (cf. also 2.4). Finally attention should be drawn to the facilities available in the reading room such as the possibilities for group work, for using typewriters or dictating machines, one's own camera, wood lamp, etc.

2.2.2.4 Information by post

Information on the opportunities available in this field and their limits. Possible existence of a special department and how to get in touch with it.

2.2.2.5 Rules governing the communication of documents

This section must speak about the relevant legislation and regulations. It must be complete and accurate enough for the reader to know exactly what he can consult and what is inaccessible. A list should therefore be given of all the categories of documents[1] whose communication is restricted or needs special authorization, with an indication of the legislation making this necessary and the time that elapses before material is communicated.

This also applies to private holdings which may have indidivual rules with regard to communication.

Although restrictions exist, one very often finds that they can be waived. The ways in which a waiver can be obtained must be explained here, e.g. authorization by the Minister, by the Director of the archives, advice of the archives providing the document, authorization by the owner of the private holdings, etc.

2.2.2.6 Procedures for on-the-spot consultation of documents

Description of how a reader makes a request: slips to be filled in, reservation of an item being consulted, and, where appropriate, the possibility of submitting requests by mail for a specific date.

Practical information concerning the consultation of documents: restrictions on the number of items released for consultation per working session, precautions to be taken (prohibition on the borrowing of several portfolios of documents at one time, prohibition on the tracing of documents, etc.).

2.2.2.7 Outside loans (where applicable)

Regulations governing this practice and restrictions on it; categories of documents excluded.

2.2.2.8 List of general finding aids

In addition to the guide, archives have finding aids covering all the holdings and collections (summary inventories, subject guides by category of holding or research themes, interserial catalogues, general indexes, etc.) or covering certain broad categories (old records, court and church records, etc.). A precise list of finding aids should be provided here, and should include the author's name, exact title, date and number of pages. For printed volumes, entries should be in conformity with standard bibliographic rules (cf. 2.2.3.7). Every finding aid mentioned on the list could also conceivably carry an order number or an abbreviated form of identification to which reference would be made in the entries relating to particular holdings if the general finding aid has to be mentioned again.

The finding aids relating to a holding or part of it should not, of course, be listed here but should be described in their normal place, in the descriptive entry for the holding they relate to (cf. 2.3).

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1. This only concerns the major categories of documents, the individual rules of each holding being set out in the introduction to the holding (2.3).

2.2.2.9 Organization of the finding process

If the scale of this organization warrants it, more can be added to the purely material information given above and the following aspects (the list is not exhaustive) can be expanded:

- Finding aids and a reference room with ready-reference works for the public.
- Library (unless it is important enough to justify a special chapter; (cf. 2.4)
- An information and publications service for aid in research, card index.
- Documentation (historical, administrative) centre
- Cultural and educational services, museums, etc.

It is important to define clearly and to delimit the role of archivists in the matter of organization.

As mentioned above, all this material is provided in greater or lesser detail in most of the published guides. The most systematic and complete account is found in the Guide du lecteur of the ANF. The Guide des Archives en Belgique is also almost wholly concerned with information of a practical nature. It updates the material contained in the Annuaire international des Archives (Archivum, 1955) relating to Belgium. The practical 'notes' preceding the description of every archive in the Italian (ACS) and Dutch (ARN) guides should also be mentioned.

2.2.3 The Archives

This chapter is more historical in nature and focuses on the archives themselves. It cannot, however, be written in isolation from the history of the country in question. This is true for two reasons. Firstly, as mentioned above, the structure of national archives depends directly on the nation's history, and the classification of documents within the holdings and series is largely determined by the divisions between government departments. This is why, wherever possible, a brief review of historical events and a broad outline of historical geography should appear at the beginning of the guide and should be linked directly to the description of the holdings. These parts should be updated periodically.

2.2.3.1 Archives terminology

Definitions of technical and specialist terms used in the guide should be the same as those in the multilingual glossary now being prepared by the International Council of Archives.

2.2.3.2 Note on history and historical geography

The introductions of some guides contain surveys of the nation's history. In most cases, however, it is easier and of more direct use to provide only an account of the country's historical geography, with information on the territory

under its jurisdiction and any changes that have taken place (e.g. in countries whose boundaries have been subject to many modifications) and the main facts about the country's administrative history. This account should serve the specific objective of providing a better understanding of the organization and classification of a country's archives. It puts the various stages of the country's administrative organization in perspective and so makes it possible to understand the organization of its archives.

2.2.3.3 History of the archives

The history of an archive should cover the following main points: the conservation of archives before the establishment of a national archives, the establishment of national archives, their organization, expansion over time, premises, the present situation of the archives, and successive heads of the archives service.

There is no need here to give details of the history of each collection. This information goes naturally in the entries describing each collection.

The present situation can be described in terms of the total linear footage of documents conserved. To that objective fact can be added information on the total number of items, but such information is much less accurate and tells very little about the total size of the holdings.

2.2.3.4. Legal status of the holdings

A basic legal distinction is made between public and private archives. It is therefore important to indicate clearly the various institutions from which the archives came and their owners (the nation, state, local community, public officials, gifts, legacies, deposits) and to make a clear distinction between routine deposits and material entering through 'special channels' (explaining the effect this legal distinction has on the organization of the archives: 'Parte III' of the Italian State Archives, personal and family archives, and the company records section of the French National Archives, among others).

2.2.3.5 Legal status of the archives service

Mention should be made here of the government department in charge of the archives and its exact position in the ministerial hierarchy (e.g. in France, Archives nationales--Direction des Archives de France--Ministère de la Culture). The international organization of the archives should also be mentioned (with reference to the same Archives nationales, their division into sections which is directly reflected in the structure of the EGF)

With reference to the present day, there should be a brief account here of the relations between the archives and the depositing departments, with a description of depositing arrangements and, more generally, of accessions and of any possible pre-archiving system.

2.2.3.6 Legislation and regulations

This part is sometimes found as an annex to existing volumes but rightly comes in an expanded introduction. It should consist of a chronological list of legislation, most of which will have already been mentioned in the preceding

paragraphs (in particular legislation governing the consultation of documents). With the title of the legislation should be a short and accurate summary of its provisions. This will be only legislation concerning the legal status, the competence and the operation of the archives.

2.2.3.7 General bibliography

Coming at the end of a chapter that deals with both history and archives, the bibliography should reflect these two aspects and the necessary relationship that exists between them. It is therefore in two parts:

- Historical bibliography: this should be viewed as an illustration of paragraph 2.2.3.2 and as an opportunity to elaborate on it more fully. It is essentially a bibliographic guide to basic works providing general information and making it possible to compile a real bibliography (bibliographies, dictionaries, monographs, basic or recent works). It is important to indicate clearly its cursory character.

- Bibliography on the archives: this comprises all works dealing with the history of the archives and their legal status. Publications pertaining to a particular holding should be noted further on, in the entry describing that holding.

- Rules for presentation: they should meet the need for uniformity essential to the ready identification of works and should be in line with the rules applied in every country. The following standards adopted by Unesco can serve as a model.

For books, entries should include author's name, complete title (in italics and, therefore, underlined in the manuscript) followed, if need be, by the translation of the title (in square brackets), edition, place of publication, publisher, date of publication and number of pages. Lastly, where applicable, the title of the series to which the volume belongs should be given (in parentheses).

When mentioning a particular chapter, the title of the chapter should precede that of the book from which it is taken, followed immediately by the page reference.

For articles from periodicals: author's name, title of article, translation, if need be, of the title (in square brackets), full title of periodical (in italics and, therefore, underlined in the manuscript), place of publication, volume number, date, and page reference.

The information suggested for this chapter does not appear systematically in the guides used as references. Some of the more interesting developments in this regard are:

- outlines of national history closely linked with the history of the national archives (Rho., ZJ.). The fact that a number of states came into existence only recently makes it possible to restrict the size of such a section so that it can serve as an introduction to the history of the archives;

- the history of the national archives which the guide is describing is given fairly general treatment in the extended guides (except for ANF.EGF). It is quite substantial in the Spanish volume (I--Historia del archivo; III--El edificio):

- legislation and regulations are occasionally mentioned in an annex (NARS);

- size: suffice it to say here that there are differences of opinion as to how size is to be calculated (linear footage, number of items) and we shall say more about this below (paragraph 2.3.3).

2.3 Description of holdings and collections

It cannot be emphasized too strongly that this description in a succession of entries constitutes the core and the raison d'être of any guide. It is therefore important to draft this section with the utmost care and clarity.

2.3.1 General organization of descriptive entries

One of the major problems facing the compiler of a guide is that he has to select a unit of description, and up to now there has been considerable variance in the practice adopted by different countries, e.g. description by collections or series, by groups and class, by groups and subgroups and sometimes even by themes.

The choice very much depends on the way archives are organized in the country considered and is a matter that falls outside the scope of a handbook solely concerned with guides. It also raises questions about archives terminology, which is often peculiar to each country. For that reason, rather than highlighting the differences and contradictions between existing guides, an effort was made to find a uniform rule adapted to all classification systems in use.

This descriptive rule is based on the principle of not imposing an artificial order on archives. Whatever material the archives are on, the holdings (or possibly the collection) are the basic element for the description of archives, just as they are the basic element for classification. Holdings have been defined as all archival documents of any kind assembled by an individual corporation or institution in the exercise of their activities or functions.

It has already been seen that the order of presentation of holdings could be either that of the classification schedule, if there is one, or a logical order generally corresponding to the organization of government at a given date.[1]

We explain below what to include in a model entry applicable to the simplest case, i.e. where the holdings coincide exactly with the government department producing them. This model entry will often have to be adapted to the following principle situations:

- Description of subdivisions of holdings. Holdings that comprise all the documents produced by a single body can be broken down into group subdivisions or archive units covering the documents produced by subordinate administrative units. Depending on its structure, one and the same body is likely to generate several subdivisions of a single holding.

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1. In Rhodesia, for example, the Estimates of Expenditures for the Year ending 31 March 1924 were taken as a base.

As far as the guide is concerned, these subordinate classifications must therefore be accounted for by adopting a two-tier system of description, viz.:

- description of the body producing the holding:
  - name;
  - history;
  - bibliography;
- description of the archives classification schedule having regard to the organization of the different departments, possibly preceded by a general description (starting and finishing dates, size);
- description of every subdivision of the holding in a series of entries containing the information mentioned in §2.3.2 to §2.3.12, it being understood that, in this case, the historical and bibliographic parts should be limited to the subordinate administrative unit concerned;
- a kindred problem is raised by the description of a number of small groups that are part of a series or have been grouped together by the government department itself. If they are small homogeneous holdings (as in the case of old holdings, for example, all that remains of court records being often scattered procedural documents), they can be grouped together in a single entry comprising as many parts as there are holdings. However, such aggregate groupings should always be reserved for exceptional cases, and it is preferable to present the holdings individually so that there is no risk of confusion;
- description of open-ended collections. This type of situation applies for the most part to contemporary archives and may be expected to arise with increasing frequency. It presupposes a certain amount of adaptation so that the archives can be presented clearly. At the level of the everyday management of such collections, the basic unit is the deposit. It is therefore important that for the description given in a guide, the deposits relating to the same government department should be grouped together so as to reconstitute the holding and its subdivisions. The description in question concerns, of course, only those parts of a holding actually in the archives at the time when the guide was written, and the guide must make specific mention of the fact that there may be new accessions. This type of entry accordingly gives rise to the problem of updating the guide, a matter about which more will be said later;
- description of private holdings and collections: the adjustments necessary are mentioned below in their appropriate place;
- categories of documents raising special problems of description. Besides paper documents of which most archives consist, there are categories of documents that pose special problems either because of the material of which they are made or because of the way they are used or classified. Where guides are concerned, which are descriptive and comprehensive finding aids, such problems arise in a rather general way. The principle of not imposing an artificial order on holdings underlies the arrangement of entries in the guide and theoretically makes it possible to overcome the difficulties that may arise. Whatever their material form, documents should not be removed from the

holdings to which they belong. They should be described in their proper place even if their physical preservation has made special rules for their conservation necessary. In addition, the comprehensive character of a guide's descriptions by major groups makes it impossible to follow the standard rules for the item-by-item cataloguing of these categories of documents.

Actually, the description of holdings or collections composed exclusively and uniformly of documents of a special type is a problem which arises essentially for the compiler of a guide. Such holdings and collections include:

- documents read with the help of a technical aid, such as microforms (see §2.3.12) and computer-produced documents, which should be mentioned here even though it is not possible to envisage with any degree of certainty the problems they raise, which call for special study;

- printed archives and collections of newspapers and periodicals (see chapter 2.4);

- holdings or collections of illustrated documents (cartographic or iconographic) which are often removed from their original holding and form artificial collections;

- holdings or collections of photographs and audio-visual material;

- collections of seals and other three-dimensional objects. The description of such things implies some modification of the rules set out in §2.3.2 to §2.3.7 below, but observance of their spirit nevertheless. These modifications will be mentioned in their proper place.

Finally, if some of these types of material are particularly well represented in the archives, a special entry for them could be envisaged. This is feasible, however, only if there are detailed finding aids making it possible to locate them and discover what they contain.

For every holding or collection, the descriptive entry should include the following information (§2.3.2 to §2.3.12), some of which is factual and requires little explanation, while the rest may call for further elaboration, depending on what sort of a guide is envisaged, and requires some clarification. Any information which will also appear in the concise guide should have a heading with double underlining.

The solutions adopted by the various available guides are very much governed by local archives practices that it is not for us to describe here. Nevertheless, without going into detail, we can note that the entries in these guides contain most of the information suggested below but are often less systematically analytical. In that respect, the Spanish guide follows more rigid lines and makes regular use of uniform subdivisions.

2.3.2 Name of the holding

One has to find a name that is accurate and correct. The preparation of a guide is often the occasion for revising and rectifying traditional but incorrect designations and replacing them by new and more suitable ones.

A problem arises in connection with organizations that have changed their name. For open-ended collections, the designation in use at the time of the deposit in the archives is used as the name, and the previous names of the

organization are listed in the historical entry (2.3.5). On the other hand, for closed collections, the original designation may be preferred, any further explanation being provided in the same entry. Finally, an explicit collective designation is adopted in the case of grouped collections, the exact source of which should be explained in §2.3.5.

Where private collections are concerned, the name of the person or family involved or, in the case of an institution, the name of the association, religious organization, firm, etc. should be mentioned. Lastly, in the case of a collection, its usual title should be indicated (often the name of its author).

These indications are in line with standard practice in so far as it is clearly explained. The following are two examples:

- ACS: as regards closed collections, mention of the successive designations separated by the word 'then' (poi), unless the historical entry is explicit enough to indicate the changes that have occurred. For open-ended collections--the most recent name of the depositing organization;

- BA: most recent name of the body producing the documents.

Reference number: in accordance with the classification system in use in the department in question.

2.3.3 Size of archives

There are various ways of expressing this. No mention is made of size in cursory guides (Rho., Bah., Zb.) or even in some very elaborate ones (ANF.EGF). On the other hand, this information is given elsewhere in different ways, e.g. number of items and/or footage. PRO and Barb. have a similar system, indicating the number of items in accordance with their nature and the form in which they are kept (bundles, registers, boxes, rolls, files). ACS has adopted a kindred system, unifying local terminology and, for parchments dated prior to 1300, providing a list century by century. ARN indicates only the footage taken up by the documents as does NARS which, paradoxically, first provides an estimate in cubic feet for the whole of the Records Group and then places before the description of each subgroup its measurement in linear feet, thus making it difficult to compare the part with the whole. Lastly, BA combines the two methods of evaluation by supplying the total number of items (without distinction as to physical shape) and the linear footage of each collection.

It is also important to note that this information can be provided for the entire collection and/or for each of its major subdivisions.

On the basis of these different practices, the following unified approach is suggested. As noted in regard to the archives as a whole, linear footage is the most suitable way of indicating the real physical volume of documents. However, measurement by number of items is better suited to highly individualized documents. Thus, in accordance with the recommendations of the International Survey of Archival and Records Centre Statistics, information will be supplied on the linear footage of all holdings and, in general of all conventional archives,[1] while measurement by number of items will be reserved for

1. A linear metre (indicated by the sign 'm') measures 1 m in length, 26 cm in depth and 37 cm in height (on average); 1 linear foot = 0.305 m; 1 m^3 = 35.315 cubic feet = 10 m.

documents belonging to special categories, e.g. cartographic archives, audio-visual archives (photographs, films, sound recordings), machine-readable archives (tapes and others), microcopies, illustrated documents, seals and other three-dimensional objects, and library volumes.

2.3.4 Starting and finishing dates

This information is contained in all guides and calls for few general comments as the need for it is self-evident. These dates must be accurately indicated, but care must be taken not to give the reader an erroneous idea of what the collection contains. For example, a collection posterior to the Middle Ages but containing one or two isolated medieval documents should not be indicated as dating back to the Middle Ages. The dates of these isolated documents should be given in parentheses so as to indicate clearly that they are exceptions:[1] (1120) 1640-1780 or even (1120-1300) 1640-1780.

It is also useful to point out gaps of any importance so as to avoid the erroneous impression that the documents follow each other chronologically.

Lastly, in some cases where precise dating by years has no direct bearing on the description of the collection or where the sheer size of the collection makes accurate dating impossible, it is enough to provide rough dates, indicating only the centuries concerned.

2.3.5 History of the depositing institution or institutions

The history should be written in such a way as to make readily understandable the content of the archives and their organization, and should not be a comprehensive history.

> Existing examples show the need for this part to be clearly separated from the description of the holding proper. They also show that the history should not be an excuse for making vague, general remarks. In that regard, the entries of PRO or the more limited entries of Bah. or Barb. will serve as a model. The entries in NARS or BA are typographically less strictly subdivided and hence lack precision. It should be pointed out that ANF.EGF contains only a very brief entry for the series in question, too brief to be considered as an historical introduction. Lastly, Zb., under the heading of 'notes', gives a series of brief histories of institutions at the end of the volume.

This paragraph should, therefore, clearly indicate the legislation which led to the establishment and provided for the organization and modification of the institute and its functions, and should state how those functions have changed. It should also indicate the principal departments in the institution and, where appropriate, the various names it has been known by (cf. 2.3.2).

Depending on whether the institution is an old or a recent one, the historical treatment will differ somewhat in so far as a recent institution generally forms part of a more uniform departmental framework. There is no need to repeat here in this connection a number of general facts that will have been mentioned in the introductory part (cf. 2.2.3.2).

1. If they are later copies, there should be a note to that effect.

For private collections of an 'institutional' nature, the above remarks are fully relevant. For personal and family collections, a brief history of the person or family concerned should be provided. The history of a collection includes information on the person or persons donating it as well as all the information necessary for an understanding of its focus of interest.

2.3.6 History of the holding

Most of the reference works provide no examples of such a history. Only E mentions it systematically.

The need for it can be justified by emphasizing that it adds directly to the positive side of the description (2.3.7) by presenting a whole more negative side to the reader, giving further information about what has not been kept. A brief summary is given of how the holding was kept before it reached the archives, its successive removals and classifications and any accidental or intended eliminations (with, wherever possible, mention of the main categories of documents affected by these eliminations, those kept by sampling, specifying the rules used for the selection of samples, and the categories withdrawn after replacement by microfilms), as well as any that may have been accidentally destroyed. An indication is given as to whether it is a closed holding or an open-ended holding (in the latter case the descriptive entry that follows it will be updated in the light of subsequent acquisitions). As far as collections are concerned, this summary is generally devoted to the main stages of their constitution and their method of classification (by format, topographical, by object, chronological, etc.).

2.3.7 Content of the holding

It is impossible to lay too much stress on the importance of this descriptive entry, which is the real core of the guide.[1]

The practice followed in the guides we have used as references suggests three main types of description:

- a brief indication of each holding (ARN, ZB.);
- inventories by broad categories of document, with a varying degree of detail, according to the category: first and last dates, number of items), geographical area concerned, diplomatic developments, etc. (PRO, Rho., Barb.).

The best example of this method applied to a large historical archives is provided by PRO. When developed more along the lines of a numerical directory, it leads to ANF.EGF, which is really a numerical inventory by series.

Finally, some descriptions of holdings can be found thanks to the comprehensive entries used in the table of contents. The Spanish guide is a particularly good example of this. In the case of collections which can be divided into broad categories of documents, these entries just consist of a list of the categories and often come close to the previous

1. A description is of course given only of documents kept permanently in the archives.

method. For example, ACS is developing two methods, according to how easy it is to individualize the documentary series in the holding. These involve either a list, with an indication of first and last dates and the size of the series, or a simple indication of the most important of them. It should be pointed out that the holdings are presented in their original order wherever this order has been kept or is easy to reconstitute, unless it has been classified in a different way by one of the finding aids used. Such tables of contents can also be found in the NARS and the BA guides, where they are sometimes scarcely distinguishable from the historical or institutional information.

Finally, it should be noted that Rho. places at the beginning of the description of each collection a 'Summary of classes', a procedure that has the advantage of showing what the broad categories in the holding are.

As we have explained above, the format of a guide cannot be determined once and for all and then used indiscriminately for all archives. It must be decided on with flexibility having regard to the condition of the archives service, always remembering that the guide's practical purpose is to be a finding aid. Thus, if a decision is taken to write a succinct guide, the description will have to be limited to a very brief account of the entire holding or collection. For a fuller guide, more than an enumeration is needed, and each holding and collection should have a descriptive entry which may be general or more detailed.

As far as possible, the holding must be presented in its original order, corresponding to the departmental organization of the public or private body by which it was produced. Even if it does not correspond to the order of the reference numbers or the chronological order of acquisitions, this order must normally be restored. Collections must be described according to subject, their classification generally being methodical. In all cases, this description will be independent of the actual order in which the documents are arranged, and remains synoptic. It must not be confused with the analytical description which the rules of cataloguing require for some types of document (illustrated or cartographic documents, for example) and must remain a description by broad categories even when describing documents that are easily individualized (cf. p. 26).

In this situation, the reference numbers of the documents would be better placed at the end of the description of these documents and not at the beginning, since their numerical order is not automatically followed. This description should clearly indicate the nature of the documents so that their historical and administrative interest as well as their special linguistic characteristics, where relevant, can be immediately apparent.

If the holding has a widely available finding aid, its description may be summarized. If, however, it is a holding with no externally available inventory or directory but whose content is well known, the description should be expanded so as to indicate, with the maximum desirable detail, the importance of the documents in the holding. This method is particularly useful for small archives or collections for which the publication of a finding aid is often not feasible and is certainly seldom a priority. It is also useful for many modern and contemporary holdings which are often not easily accessible because no finding aid is available to users at a distance. If these criteria are adopted, it must be clearly stated in the introductory note (§2.2.1).

2.3.8 List of finding aids

The existing guides do not offer any standard solution in this field. Barb., Zb., Rho. and Bah. have no references to finding aids, BA and NARS make a brief, systematic mention of them, and E describes them at some length, with printed material being mentioned in the bibliography. The PRO mentions them systematically under the following categories: numerical lists, descriptive lists, calendar, transcripts, indexes and catalogues. In ACS, there is a brief entry immediately after the date (inventory, summary of inventory, list, detailed account of acquisitions, with description of the indexes). As far as possible, the date of drafting of the finding aid is given. Finally, printed material is listed in the bibliography. It should also be pointed out that where there is no finding aid or means of access to an unclassified holding, the reader is informed of the absence of any order. The practice followed in ANF.EGF is quite different. Side by side with a description of the holding (format of a very full guide) is a description of the inventories, that is to say, a very detailed separate list of all the finding aids presented in serial order (volume not yet published).

A real archives guide is obtained by merging a straightforward description of holdings with a description of inventories, and the mention of all existing finding aids has become an essential feature of it, regardless of how full the descriptive entries are. Depending on how full they are, it is possible to use either a minimum reference that merely states the type of finding aid (inventory, directory, card, etc.) and the reference numbers of the relevant archives (format used for a brief guide), or a full reference that includes the author, exact title, reference numbers of the relevant archives, size, date of drafting and, where appropriate, date of publication. Finally, if necessary, short notes should be included to facilitate use of the guide (format adapted to a full guide).

The term 'card index' is not to be used, since it does not describe a specific type of finding aid and merely indicates that a finding aid exists on cards.

Such a list must be exhaustive and implies the inventorying of any finding aids published or appearing in various periodicals, as well as microform publications. Account must also be taken of old finding aids acquired with the holding, of which they form an integral part. They are only to be mentioned here if they are still useful. If they are, it is advisable to describe them clearly and indicate their reference number in the holding to which they belong.

All these finding aids should be presented in order, moving from the general to the specific. At the beginning, there should, if necessary, be a résumé of the general finding aids already cited (§2.2.2.8) (but only if they directly concern the holding which is the subject of the entry) and of finding aids relating to the entire holding, followed by those partly relating to it.

2.3.9 Special conditions governing accessibility of documents (if necessary)

These provisions are systematically indicated in the NARS guide where, under the heading 'specific restrictions' the archival

categories concerned, the exact nature of these restrictions and the authority that has decided on them, are all stated.

In many cases, it is possible to limit entries to a résumé of the categories of document covered by the legislation and regulations in force and to refer, for greater detail, to the description given in the introduction (2.2.2.5). If necessary, to reduce the amount of text, this information can be given in the form of conventional letter-press signs.

If the holdings or collections are of private origin, an indication must be given of their date and means of entry into the archives (donation, legacy, purchase, deposit, etc.), their legal status and conditions of access to them.

Finally, mention should be made here of any special provisions, made for reasons of the preservation of the originals, concerning the communication of microforms or photographic reproductions. Mention should also be made of any problems of a legal nature raised by the communication of material, for instance in connection with its reproduction (photographs and audio-visual records in particular). Without going into detail on a highly complex subject which has a bearing on the provisions of the laws of different countries, it should be suggested that, where necessary, archives should request users to get in touch with copyright owners.

2.3.10 Additional sources

At this point we turn from the mere description of the holdings and collections of archives and the means of access to them, and give information which may even involve other archives services. Needless to say, this section concerns only the full guide.

Up to now, national archives have not, on the whole, adopted this principle. The ACS, however, refers to supplementary holdings in one and the same archives.

To make finding easier, it is desirable that this arrangement should be introduced on a wider and more systematic basis. We shall therefore attempt to give a brief outline of the archive holdings--or possibly individual records--which may usefully supplement the holdings described above. In the case of holdings kept in the national archives covered by the guide, a simple reference to the corresponding catalogue entry is sufficient. In the case of other public or private archives, which may be housed in libraries or even museums, the amount of information provided will obviously depend on how far the authors of the guide were able to investigate. At all events, reference should be made to the published finding aids through which access may be had to those archives.

Where private holdings are concerned, users should be referred to public holdings where these contain additional information about the corporate body or individual which is the source of the private holdings, and about their focus of interest.

The order of presentation should run from the nearest to the most distant, i.e. same archives, other central archives, regional or foreign archives.

If microcopies of records kept elsewhere exist in the archives in question and can be consulted there, the fact should be mentioned under this heading.

2.3.11 Bibliography

'Anche alla bibliografia è stato insomma assegnato un valore strumentale per la migliora comprensione della storia, della natura e della consistenza dell' archivio e dei vari fundi descritti' (ACS, p. 25). This is the source of the principles which generally tend to restrict references which appear only in the fullest guides. By way of illustration, special mention may be made of the principles underlying the selection of BA's bibliographical references, namely comprehensiveness, if possible, in the case of official publications and selective references to non-official publications (legal for the most part). The policy is to include published finding aids, editions of texts, monographs concerning the department with which the records originated and, lastly, major works carried out on the basis of such records. In the case of 'bequests' (personal private holdings), biographical and autobiographical material was included in the category of finding aids. The special reference to publications containing an inventory section (<...>) in ACS should also be noted.

Bearing in mind the principle of the distinction between bibliographical references and references to finding aids, it may be noted that the bibliography will cover two fields:

- Archives administration, concerning the holding itself and the major categories of records which it contains. Naturally, if their introductions qualify them for inclusion, the above-mentioned printed finding aids (2.3.8) may be mentioned here.

- Historical background, concerning the institution which was the source of the holding and administrative publications of direct relevance; recent historical work which may be used to establish a retrospective bibliography, and pure reference works, whatever their date; publications of material contained in the holding. In the case of private, family and personal holdings, publications of a biographical nature will be included. In the case of printed finding aids, the same remark applies as above.

- Rules for presentation: see under 2.2.3.7 above.

2.3.12 Microcopies

At present these consist mainly of microfilms.

They are set out systematically in the NARS guide under the heading 'Microfilm Publications'. ANF.EGF, whose plan follows the administrative structure of the archives, devotes a chapter (Vol. IV, pp. 328-393) to microfilms and audio-visual archives.

References to microcopies existing in the case of a particular holding are of special interest to users working at a distance, since moving or duplicating a film is quite a simple procedure. There are various categories of microfilm:

Microfilms for consultation, relating to holdings which cannot be consulted in the original because of the need for preservation (§2.3.9).

- Publications on microfilm: to be listed together with the terms on which they may be acquired.

- Substitute microfilms: made to replace records when the originals have been discarded. They must be mentioned in the description of holdings (§2.3.7) and referred to again under this heading.

- Supplementary microfilms: should not be mentioned here because they are not directly relevant to the holding which is the subject of the entry, but should be included under additional sources (§2.3.10).

All the microfilms referred to in this section thus relate to the records in the holding (or subdivision of the holding) covered by the entry. The reference number, exact contents, technical characteristics and all the information necessary for their use (format, reader characteristics, fees that may have to be paid) should be specified very carefully.

Lastly, if the archives has a special series devoted to microcopies, it should be mentioned in a separate entry like a collection.

2.4 Library, newspapers and periodicals, printed records

Information concerning the archives library is generally provided in the introductory chapters dealing with finding aids (§2.2.2.9).

However, depending on its size and accessibility to the public, the library may require a special chapter at the end of the guide between the description of holdings and collections and the annexes.

Although archives are not supposed to compete with the libraries, they frequently contain important collections of historical and government publications. Some archives services also keep bibliographical records or have up-to-date catalogues available to the public. In some cases also they receive newspapers and periodicals in a variety of ways which are not relevant to our present purpose.

Finally, putting the library and printed records together under the same chapter heading, while reflecting a situation which is common in the organization of archives, calls for some explanation in so far as records, whether printed or not, should not be separated from the holdings to which they belong. However, as such printed records often arrive in the archives in bulk, it may be useful to establish 'ghost' collections of duplicates administered with the books in the library. Even when kept in their original holding, printed records may be specially referenced and grouped together in specific finding aids (mentioned, of course, in the list of finding aids for the original holding). This is therefore the context in which the term 'printed records' has to be understood.

For all these collections, the following information should be provided systematically:

2.4.1 Conditions of access

Only where special conditions prevail, since most archives of this kind are public in terms of their nature and purpose.

2.4.2 Size

In the case of these archives, indicating the number of units (volumes) is preferable to linear measurements, which are less informative (see §2.2.3.3).

2.4.3 Items of special interest

In particular, the existence of special holdings based on a specific theme.

2.4.4 System of classification

Decimal, thematic, continuous, by format, etc.

2.4.5 Finding aids

References in accordance with the rules set out under 2.3.8 above.

2.5 Index and other appendices--illustrations

These all call for a pragmatic approach, their idea being to make it easier for the reader to use the guide. With this end in view, we have described below what has been done in several different guides. It is for the author of a guide to select whichever is best suited to his purpose.

2.5.1 General index of the guide

> There is no uniform practice in this respect. Zb. has no index; there are separate indexes for persons and places on the one hand and subjects on the other in PRO, Rho. Barb., Bah.; there are three separate indexes for persons, places and subjects in BA, but a single index for all three in NARS. Lastly, ANF.EGF is being provided with a computerized index (EGERIE application).

The index actually poses a theoretical problem which needs to be stressed. The words mentioned in the guide only represent a very small portion of the content of the holding (for example, a locality which is only explicitly mentioned once or twice may be implicitly referred to in the records whenever the guide entry simply mentions a 'classification by locality'). Unless he is aware of this detail, the inattentive reader may thus fall into error. If it is decided to draw up an index, therefore, it is advisable to preface it by a note explaining that although it facilitates research on specific items, the index cannot be expected to list all the information available in the holdings and collections. The purpose of a guide is in fact to give a general rather than a detailed view of the range of resources in an archive. As a rule, therefore, indexes should be considered as a means of reference to the guide and not as a direct reflection of the material in the archives.

Of course, one may attempt to overcome this difficulty by making the index more comprehensive than the guide, preparing a general index of finding aids which could quite justifiably be placed at the end of the guide. For the time being, however, this is still more a theoretical suggestion than a practical reality. None of the existing guides has adopted this practice since it assumes the existence of a collection with a very large stock of uniform finding aids. It is also liable to make the guide considerably more cumbersome, when it should, by definition, be easy to handle.

2.5.2 Rules for preparing an index

These rules are by no means exclusive to an archives guide and so we do not propose to describe them in detail. We shall just note that a single alphabetical list of names of persons, places and subjects must be considered best because it is easier for the reader to use. Items are distinguished by different kinds of type. Names of persons are printed in small capitals, names of places in italics and names of subjects in Roman type. The reader is referred to pages in the guide, which means that the index can only be prepared with made-up proofs.

2.5.3 Tables appended to the index

The tables may be of two kinds:

- A systematic table of subject headings used, with their subheadings and further subdivisions. Its purpose is to help readers interested in a specific subject to find their bearings.

- A geographical table of foreign names (i.e. foreign from the standpoint of the country in question); only necessary if there are a sufficiently large number of names of this kind.

2.5.4 Alphabetical list of the holdings described in the guide

> In ACS, an index of this type is appended to the description of each archive. It is not a chart showing the organization of government but a means of referring to the guide, mentioning only government departments which have made transfers to the archives.

Prerequisites for this index are a high degree of uniformity in designations which may have changed (see §2.3.2) and a large number of references and subdivisions corresponding to the various government departments. It is only justifiable if the information it contains is not to be found in the guide's general index.

The following is an example from the Italian guide (ACS):

- Parliamentary inquiries, 1970-1972: Commission of Inquiry into Prisons, see Ministry of Justice; Parliamentary Commission of Inquiry into Conditions in the Merchant Navy, see Navy Ministry, Merchant Navy Department, Miscellaneous data on various offices; Parliamentary Commission of Inquiry into Defence Expenditure, 1972 . . .

2.5.5 Numerical list of holdings and collections

If holdings and collections are described in the guide in a logical order which is not the same as the order of their archive reference numbers, a list of this kind enables a user who knows a particular number to locate without trouble the holding to which the document with that number belongs.

Examples are to be found in the BA or NARS guides, the following extract being taken from the latter:

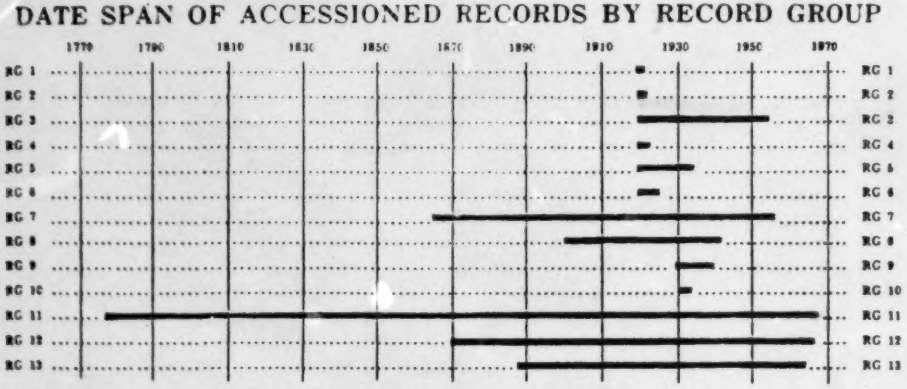
- 1. Records of the War Labor Policies Board 609

- 2. Records of the National War Labor Board (World War I) 590

- 3. Records of the United States Housing Corporation 596

2.5.6 Synoptic table of the dates spanned by different holdings

Based on the data referred to under §2.3.4, this table taken from the NARS guide offers obvious practical advantages. At a single glance, one can see date spans, the holdings which go back to a particular year and the date of the most recent record in each holding (at the date when the guide was compiled, in the case of open-ended holdings). This is how it looks:



2.5.7 Illustrations and maps

We shall conclude by mentioning the possibility of making a guide more attractive by illustrating it with facsimile reproductions of the most outstanding and most typical records held by the archives.

The cartographic aspect should be planned with particular care, since it permits the direct illustration of information concerning historical geography and the geography of the archives (exact delimitation of the regions covered by the holdings). Needless to say, the maps should be perfectly legible, and the conventional abbreviations and signs used should be explained.

APPENDIX A

EXAMPLES OF DESCRIPTIVE ENTRIES

The examples presented below afford, so to speak, a panorama practice in the matter of descriptive entries. For ease of comparison, one specific subject (agriculture) has been chosen to represent modern administrative holdings. A few specimen descriptions of old and private holdings have also been included, together with one example concerning microfilm.

A.1. ARN

57

Mijnraad 1882 - 1955. Omvang 22 m.

Commissie inzake het Mijnwezen (commissie Frowein) 1944 - 1956. Omvang 1 m.

Nederlandse Militaire missie, afd. technisch onderzoek 1945 - 1950. Omvang 10 m.

Nederlandse Turfcentrale 1940 - 1952. Omvang 8 m.

Netherlands Shipping and Trading Committee 1940 - 1952. Omvang 103 m.

Office Commercial Néerlandais te Parijs 1945 - 1947. Omvang 1 m.

Peelcommissie 1938 - 1963. Omvang 1 m.

Prijsbeheersing, Inspectie van de 1940 - 1949. Omvang 178 m.

Raad voor het bedrijfsleven,(hierin archief Commissie Wolterson) 1936 - 1945. Omvang 25 m.

Rijksberoepscommissie inzake roerende en onroerende zaken 1940 - 1963. Omvang 4 m.

Rijksbureaus voor handel en nijverheid 1939 - 1950. Omvang 508 m.

Rijksdienst opsporing delfstoffen 1817 - 1923. Omvang 3 m.

Rijkskolenbureau 1939 - 1956. Omvang 57 m.

Rijksnijverheidsdiensten 1913 - 1960. Omvang 57 m.

Rijksnijverheidslaboratorium te Delft 1913 - 1963. Omvang 4 m.

Staatscommissie voor electrische geleidingen 1904 - 1911. Omvang 1 m.

Staatscommissie voor de electriciteitsvoorziening 1921 - 1923. Omvang 1 m.

Stichting Technische Documentencentrum 1945 - 1952. Omvang 15 m.

IJkkantoren 1816 - 1963. Omvang 136 m.
Inventaris voorlopige lijst

Landbouw, Veeteelt en Visserij

Departement

Agent van Nationale Oeconomie 1799 - 1801
Raad van Binnenlandse Zaken 1801 - 1805
Secretaris van Staat voor de Binnenlandse Zaken 1805 - 1806
Departement van Binnenlandse Zaken 1806 - 1810
Commissaris-Generaal voor de Binnenlandse Zaken 1813 - 1818
Departement van Onderwijs, Nationale Nijverheid en Koloniën, afdeling Nationale Nijverheid 1818 - 1824

A.2. Bah.

Register of Vessels plying for Hire	from 1961
Lost and Found Boat Register	from 1966
Registered Motor Vessels	from 1971

MINISTRY OF AGRICULTURE AND FISHERIES

The Agriculture Society was established in 1802,[1] and was incorporated in Nassau by a local Act in 1847.[2] It remained dormant for many years but was revived in 1865. An Act to authorize the appropriation of a part of the land purchased for the purpose of the new prison to the use of the Agricultural Society was passed in 1866[3] and the Agriculture and Marine Products Board was established in 1907.[4] With the introduction of Ministerial Government, the Agriculture and Marine Products Board became the Ministry of Agriculture and Fisheries.

Held at Ministry of Agriculture & Fisheries

Bulletins of Agriculture Department (5 Vols.)	1906 – 1910
Minute Book (3 Vols.)	1918 – 1963
Memorandum by Colonial Secretary (Agriculture in the Bahamas, 1 Vol.)	1930
Fisheries Files	1937 – 1961
Crawfish Exports	1941 – 1959
Sale of Tomatoes	1941 – 1954 (few breaks)
Annual Reports (16 Vols.)	from 1951
Maps, Plans and Charts	from 1967

PRINCESS MARGARET HOSPITAL

In 1809, the "Poor House and Hospital for the infirm, poor and impotent of the island of New Providence was established[1] and in 1845 the "Poor's House Act" placed the Hospital under a Board of Commissioners.[2] A Board of Health was established in 1850, comprising a medical inspector and Inspector of Police as *ex officio* members and 3 other members to advise the Government in matters concerning the health of the Colony.[3] An Act of 1862 changed the name to New Providence Asylum.[4] The Victoria Jubilee Hospital opened as the Victoria Jubilee Infirmary on 20 June 1893 and an Act was passed in 1898 authorising the appointment of public physicians for Out Islands Districts.[5] In 1898 another Act made provision for the services of a trained female nurse and an assistant female nurse for the island of New Providence.[6]

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[1] 42 Geo. iii C. 11. [2] 10 Vic. c.31. [3] 29 Vic. c33. [4] 7 Edw. vii c. 5. [5] 50 Geo. 13. c. 19. [6] 8 Vic. c.45. [7] 13 Vic. c. 21. [8] 25 Vic. c. 11. [9] 61 Vic. c. 14. [10] 61/2 Vic. c. 31.

A.3. Barb.

Official visitors' books:
6 Nov. 1881–4 Jan. 1944; 2 *vols.*

Diaries:
1937–1958; *annual.*

Officers' default book:
19 Nov. 1881–31 Dec. 1912.

PUBLIC WORKS DEPARTMENT,
The Pine, St. Michael.

This department, re-established as a separate Department under the Public Works Act, now Law 1940-5 has preserved no non-current records except for plans. Their catalogue of older plans has items dating from about 1866, and the collection is probably substantially complete. It is housed in some 10 plan drawers. No detailed examination was made of them, nor of current records and plans in the sections of the department.

BARBADOS SAVINGS BANK,
Public Buildings, Bridgetown.

A Savings Bank was established in Barbados by Act of 28 July 1852, and has been run by a Board of variously called Managers, Trustees and Directors. It now operates under Law 1914–3.

All the records of the bank were not examined in detail, but the following items were noted in person or from information kindly supplied by the Manager.

Trustees', etc., minute books:
21 July 1882–Aug. 1949; 2 *vols.*
Oct. 1949 to date.

Registers of depositors:
Vol. 2. 2 Jan. 1868–5 Oct. 1881.
Vol. 3. 27 Jan. 1879–
Vol. 4. 10 Jan. 1881–
and subsequent volumes, of overlapping dates, to Vol. 14.
Vol. 14 was also Vol. 1 of a new series extending to Vol. 10 (1934–1936). Subsequent to 1936 the registers have been kept in loose leaf ledgers now occupying about 6 ft. run of shelving.

Depositors' accounts:
Ledgers of open accounts; *c.* 46 *vols., in loose leaf form.*
Ledger sheets of closed accounts; *c.* 50 *ft. run.*
From 1951 records of depositors' accounts have been kept on individual cards.

Statement of transactions of the Barbados Savings Bank:
30 Apr.–31 Dec. 1853; 1 *item, framed.*

DEPARTMENT OF SCIENCE AND AGRICULTURE,
Crumpton Street, Bridgetown.

This department was created by Act 1925–32. Its older records are kept in an outhouse store. Of current records kept by the different sections in their own offices only the major series have been listed.

Administrative.

Board of Agriculture minute books:
Vols. 1–4. 13 Oct. 1925–21 Nov. 1955.

Minute book of the Advisory Committee for the Government Factory, Lancaster, St. James:
22 Apr. (1st meeting)–16 July 1943.

Departmental files:
c. 1928 to date; *c.* 100 *cu. ft., and* 20 *file drawers.*

Files are classified by subject in a numerical sequence, now extending to over 200 numbers, with many sub-divisions, and with a further recent sequence of personal files numbered from 300. Old files are in the store; current ones in the offices of the Directorate. There is a card index to subjects, but no inventory of files.

Registers of Colonial Secretary's Office minute papers:
27 Feb. 1937–21 Oct. 1941.
12 Oct. 1951–16 Oct. 1952.

A.4. Rho.

DEPARTMENT OF AGRICULTURE

Arable farming developed slowly in Southern Rhodesia, and the Agriculture Department started from small beginnings. The office opened in 1897 as a sub-department under the Surveyor General. Mark Alexander Lingard became the first Secretary in charge of the new sub-department. He also assumed the office of Registrar of Brands. Assisted by a clerk he was charged with a variety of tasks. These included the demarcation of timber reserves, the collection of information with regard to agriculture, the setting up of a library, the interchange of seeds, the distribution of specimens of indigenous products and correspondence with agricultural departments of other colonies on matters of mutual interest. The sub-department also dealt with regulations for the re-opening of roads that had been closed due to rinderpest.

In 1901 Edward Ross Townsend became Secretary for Lands and Agriculture. The new Secretary continued to be subordinate to the Surveyor General, and dealt with land, agricultural and veterinary matters. Two years later this arrangement was altered and a Secretary for Agriculture was appointed who controlled b[illegible] veterinary and agricultural functions. The department was transferred [illegible]e Division of the Treasurer in 1905 where it remained till the end of Chartered Company rule.

In 1908 there was a further important change. With the development of the country, the Chartered Company embarked upon a more active settlement and agricultural policy, and a Director of Agriculture was appointed. Eric Arthur Nobbs assumed the new appointment in September 1908. He also controlled the Veterinary Department and was Controller of Stock and Registrar of Brands. Under the new Director the department embarked on a policy of experimental work and gave active help to farmers. An experimental station was set up and also an experimental farm. Specialists were appointed, including a chemist, a botanist, an entomologist, and a tobacco expert. The department carried out experiments in collaboration with individual farmers. It also disseminated information through the *Rhodesia Agricultural Journal*, which had commenced publication in 1903. Apart from its advisory and research functions the department helped to draft and enforce legislation.

From 1904 provision was made against the importation of diseased plants. These protective measures were extended in 1909. As the maize production of

the territory began to expand the grading of maize was introduced to prevent the export of inferior crops. The task of grading was first carried out by railway officials, but in 1910 the department took over this duty. It also became concerned with the quality of fertilizers used. At first the farmers were slow to make use of these, but, just before the first World War, consumption began to increase. A new ordinance in 1914 empowered the Administrator to appoint an analyst to regulate the labelling of fertilizers and to fix minimum standards of quality. In the same year legislation was passed for the inspection of orchards against disease.

An engineer was appointed in 1910 to give advice on methods of irrigation to farmers. His services were also required in connexion with the water courts, set up in 1913, which adjudicated on water rights. In 1914 an ordinance made it compulsory for farmers to furnish certain statistical information to the department and a statistician was appointed to deal with the returns. His appointment was followed by that of a citrus adviser and other technical experts. In 1917 the department took over the Matopos and Inyanga Estates. These had been administered by the Rhodes Trustees "for the instruction of the people of Rhodesia". From 1918 the department ordered the destruction of locusts and supplied the necessary insecticides to farmers. Work increased and in 1918 it became necessary to separate the Veterinary Branch from the Agriculture Department.

War-time and post-war prosperity in agriculture was succeeded by a slump. The department then took steps to help the country's shrinking export trade. In 1921 compulsory grading of agricultural goods for export was introduced. Later the Director was appointed to a Committee to investigate new markets for cattle. In addition, new experimental stations were opened and additional technical officers joined the staff. A further innovation was made when the Irrigation Branch began to take an interest in the development of native reserves. The Irrigation and Agricultural Engineer constructed a number of wells and bore-holes and installed windmills and water tanks.

Summary of classes

Correspondence	Permits of occupation
Diary	Chief Chemist

CORRESPONDENCE

ADMINISTRATION (G 1/1/1-4): 1903-16

Animal diseases regulations; departmental organization; Farmers Association, Gazaland; Fertilizers, Farm Foods, Seed, and Pest Remedies Ordinance, 1914; Proposed Noxious Weeds Ordinance; staff.

CROPS (G 1/2/1-5): 1909-23

Broom corn; coffee, experiments; maize; prickly pear; tobacco.

ENTOMOLOGY (G 1/3/1-3): 1905-23

Locusts and grasshoppers; tsetse fly—Bayer 205, distribution, eradication, game elimination, infected areas; intercolonial trypanosomiasis

A.5. PRO

MINISTRY OF AGRICULTURE, FISHERIES AND FOOD

Many of the functions with which this Ministry has been charged since 1889 were inherited from diverse bodies which were active during the preceding century. Three Acts of Parliament (the Tithe of 1836, the Enclosure of 1845* and the Copyhold of 1841) owed their inspiration to a Chartered Society, the 'Board of Agriculture', which was founded in 1793, dissolved in 1822 and resuscitated as the 'English' (now the 'Royal') 'Agricultural Society' in 1838†. The Tithe, Enclosure and Copyhold Commissioners who administered the machinery set up by these and subsequent Acts, were merged in 1882 in a body of Land Commissioners for England operating under the jurisdiction of the Home Secretary. Another Home Office department was that established in 1865 to organise the suppression of cattle plague: it was transferred to the control of the Privy Council in 1866, and with its title changed to 'Veterinary Department' in 1870, it continued to administer the Contagious Diseases (Animals) Acts, until in 1883 it became the 'Agricultural Department' of the Privy Council Office, and so continued, taking over incidentally from the Board of Trade the duty of issuing annual agricultural statistics.

In 1889 a new Act created a 'Board‡ of Agriculture' under the Presidency of a Privy Councillor, on the model of the Board of Trade. To this were assigned the functions of all the official bodies mentioned above and various other duties from Dog-muzzling to Ordnance Survey (transferred from the Commissioners of Works and Public Buildings) and Instruction in Agriculture and Forestry. Further powers might be, and were, given by Order in Council: but the chief changes thereafter were by Act of Parliament—notably that of 1903 which added Fisheries to the department's responsibilities (and title); that of 1919 which converted the Board to a Ministry and established representative Councils of Agriculture for England and Wales severally and an Agricultural Advisory Committee for the two countries combined; and, on the other hand, one of 1911 which removed Scottish Affairs from it (except in regard to Ordnance Survey and Animal Diseases); one of 1919 which transferred Forestry to an independent Commission;§ and that of 1936 which did the same for Tithe Redemption.

Modern developments in the controlling and advisory duties of the Ministry have been very numerous; and two measures call for particular mention. The first is the Agriculture Act of 1947, which included provisions for dissolving the Councils and Advisory Committee set up in 1919 and for establishing an Agricultural Land Commission and Agricultural Land Tribunals: it also set up

* The first of a series dating down to 1899. Previously a special Private or Local Act had to be obtained for each enclosure.

† The Board's records, deposited at first in the Tower of London, were handed over in 1839 to the Society, which still holds them.

‡ The Board included the principal Officers of State and others nominated by the Crown, but in practice never sat, business being transacted by the President and his permanent staff.

§ Under the Forestry Act, 1945, the Commissioners are required to comply with such directions as may be given them by the Minister of Agriculture and the Secretary of State for Scotland; and all lands acquired under the Forestry Acts are vested in these Ministers.

County Agricultural Executive Committees, on the lines of the 'Executive Committees' appointed during the war, in place of the existing County Council Agricultural Committees. The second is the merger of the Ministry of Food* with the Ministry of Agriculture and Fisheries in 1955 (by S.I. 554 of 1955) effected under the provisions of the Ministers of the Crown, Transfer of Functions Act, 1946.

The complexity and quantity of the records† resulting from the many varied functions of the Ministry are not fully illustrated by the transfers so far made to the Public Record Office.

FOR THE CONDITIONS OF ACCESS TO RECORDS IN THIS GROUP, SEE THE INTRODUCTION TO THIS VOLUME

LAND TENURE

Under this heading have been grouped (with two exceptions) those classes of records which result from the administration of the several Commons, Enclosure, Copyhold and Tithe Acts. The documents in most of these classes include plans. The two exceptions (M.A.F. 5 and 6) are classes which relate to the Ministry's own property in Paglesham, co. Essex.

Enclosure Awards (M.A.F. 1). 1847 to 1936. 1,134 documents.

Enclosure Awards and Awards of Regulation of Commons under the Enclosure Acts, 1845 to 1899.

Various Awards and Orders (M.A.F. 2). 246 documents.

Various Awards and Orders made under the Enclosure Acts, the Land Clauses Consolidation Act, 1845, the Commonable Rights Compensation Act, 1882, and the Copyhold Act, 1894. They include—Boundary Awards (which supplement the Enclosure Awards by defining and adjusting boundaries of areas covered by Enclosure Awards), Orders amending Enclosure Awards, and Orders and Awards dealing with applications for the appointment, investment and disposal of compensation moneys.

Commons: Statements of Claims and Valuers' Awards (M.A.F. 24). 1846 to 1913. 66 documents.

Schedules of claims delivered to valuers by landowners and parties claiming rights of common, with the valuers' Awards. These are documents arising in connexion with certain of the *Enclosure Awards* (M.A.F. 1), the references to which are shown in the list.

Commons: Schemes of Regulation (*Metropolitan*) (M.A.F. 4). 1867 to 1925. 33 documents.

Schemes made under the Metropolitan Commons Acts, 1866 to 1898, for regulating the use of commons in the metropolitan area. They include a Scheme for Mousehold Heath under the City of Norwich Act, 1867.

Schemes of Regulation under the Commons Act, 1899 (M.A.F. 30). 1900 to 1958. 8 boxes and 84 documents.

Schemes for regulating the use of commons other than those in the Metropolitan area.

* During and after the 1939–1945 war the supply, control and distribution of food and feeding stuffs were administered by the Minister of Food, whose authority was derived from Orders in Council of 8 September and 13 October 1939, made under the Ministers of the Crown (Emergency Appointments) Act, 1939. Previously a Food (Defence Plans) Department of the Board of Trade, set up on 28 November 1936, had been in charge of the Government's food plans: on 6 April 1939 the Chancellor of the Duchy of Lancaster took over responsibility for this department.

† Including those of the County Executive Committees which functioned during the two wars and of the Women's Land Army.

A.6. NARS

DEPARTMENT OF AGRICULTURE

RECORDS OF THE OFFICE OF THE SECRETARY OF AGRICULTURE (RECORD GROUP 16)

The Department of Agriculture, established by an act of May 15, 1862, continued and expanded the agricultural activities engaged in by the Patent Office since 1836. The Department was headed by a commissioner without Cabinet rank until an act of February 9, 1889, enlarged the agency's powers and duties and made it an executive department under a Secretary. For several decades the Department was engaged chiefly in the distribution of seeds and plants and in scientific and educational work to increase agricultural production or decrease unit costs, to prevent damage by disease and insects, and to select the best varieties and breeds of plants and animals. The work of the Department has steadily expanded and numerous changes have been made in its organization to provide for new functions, to bring together related scientific and economic work, and to coordinate various research, extension, and regulatory activities. The Department now performs functions relating to research, conservation, production, education, marketing, regulation, surplus disposal, rural development, and agricultural adjustment.

See Department of Agriculture, *Yearbook 1940: Farmers in a Changing World* (1940), and *Century of Service, the First 100 Years of the United States Department of Agriculture* (1963); and George McGovern, ed., *Agricultural Thought in the Twentieth Century* (Indianapolis, 1967).

There are 7,642 cubic feet of records dated between 1839 and 1964 in this record group.

RECORDS OF THE AGRICULTURAL SECTION OF THE PATENT OFFICE. 1839-60. 5 lin. ft.

These records concern the preparation and distribution of annual reports and the collection and distribution of seeds and plants. Records relating to annual reports include letters from farmers about crop prospects and agricultural practices, completed questionnaires, and articles and essays, with correspondence. Records relating to seed and plant distribution include reports from consular officials, foreign seed firms, and missionaries; requests from agricultural societies and farmers; and reports about cultivating seeds and plants. Also included are reports and letters concerning studies of native grasses and European markets for cotton, collecting tea seeds in China and native grape cuttings, and developing sprays for orange trees.

RECORDS OF THE COMMISSIONER AND THE SECRETARY OF AGRICULTURE. 1879-1964. 5,006 lin. ft.

These records consist chiefly of the subject files of the Office of the Secretary, 1906-64, and letters sent by the Secretary, 1893-1941. The reports, letters, memorandums, and other records received, with letters sent, are filed under the names of objects, commodities, events, transactions, and activities of interest to the Department. These files include not only correspondence of the Secretary but also a large part of

A.7. ACS

del r.d. 27 apr. 1923, n. 915, e del r.d. 5 lu. 1923, n. 1439, i suoi servizi vennero nuovamente riuniti con quelli del ministero dell'industria e commercio e del ministero del lavoro e previdenza sociale (istituito con r.d.l. 3 giu. 1920, n. 700) per formare il ministero della economia nazionale al quale nel 1929 subentrò il Ministero dell'agricoltura e foreste (vedi oltre).

Ispettorato centrale tecnico delle miniere, pacchi 6 e bb. 2 (1862-1922). Elenco di versamento.

Le competenze in materia di miniere erano trattate nell'ambito della sezione, poi divisione, poi direzione generale dell'agricoltura del ministero dell'agricoltura, industria e commercio. Dal 1898 le competenze sulle miniere erano state unificate con quelle in materia di foreste, dando luogo nel 1904 a una divisione per le foreste, miniere e legislazione agraria sempre nell'ambito della direzione generale dell'agricoltura. Nel 1908 era stata istituita, nell'ambito dell'ispettorato generale delle acque, foreste, bonifiche e demanio la divisione delle foreste e miniere. L'ordinamento del 1912 aveva trasferito le competenze inerenti alle miniere all'ispettorato delle miniere, trasformato nel 1916, nell'ambito del ministero della agricoltura, in ispettorato generale del servizio geologico e meteorologico, con una divisione miniere e servizi geologici e meteorologici. Il r.d.l. 2 ott. 1919, n. 1794, aveva infine costituito una direzione generale delle miniere e, con d.m. 24 mar. 1921, fu istituito l'ispettorato centrale.

Il carteggio si riferisce quasi esclusivamente agli affari del personale; vi sono tuttavia inclusi documenti relativi alle miniere, in particolare a quelle dell'isola d'Elba.. Per altro carteggio relativo alle miniere, vedi Ministero dell'agricoltura, industria e commercio, Direzione generale dell'agricoltura, p. 98.

MINISTERO DELL'AGRICOLTURA E DELLE FORESTE

Il r.d. 12 sett. 1929, n. 1661, istituiva tale ministero, organizzando in settore autonomo l'agricoltura, che tra il 1923 e il 1929 era confluita insieme alle attribuzioni attinenti all'industria e al commercio e insieme a quelle attinenti al lavoro e previdenza sociale nel ministero dell'economia nazionale. La creazione del ministero dell'agricoltura e delle foreste rispondeva alle esigenze di accentuata «ruralità» che la classe dirigente fascista aveva riaffermato con il varo della bonifica integrale; non a caso il r.d. 14 nov. 1929, n. 2183, istituiva presso il ministero un apposito sottosegretariato per la bonifica integrale. L'ordinamento attuato con r.d. 14 nov. 1929, n. 2183, prevedeva oltre al gabinetto, ai due sottosegretariati e alla divisione del personale e degli affari generali, tre direzioni generali – dell'agricoltura, della bonifica integrale, del credito agrario e casse di risparmio –, il comando della milizia nazionale forestale, l'azienda delle foreste demaniali, e una serie di organi consultivi e esecutivi, centrali e periferici, ereditati dal precedente ministero. Con r.d. 10 sett. 1936, n. 1938, venivano regolati la commissione consultiva e il comitato permanente della pesca. Tra il 1940 e il 1941, attraverso una serie di provvedimenti (r.d. 16 giu. 1940, n. 906, l. 12 lu. 1940, n. 1096, r.d. 29 mag. 1941, n. 489), si ebbe una profonda ristrutturazione, che corrispondeva alle esigenze dell'economia di guerra: le direzioni generali furono elevate a sei, per gli affari generali dei servizi ispettivi, del coordinamento legislativo e del personale; per la produzione agricola; per l'alimentazione; per la bonifica e colonizzazione; per i miglioramenti fondiari e servizi speciali; per la tutela economica dei

prodotti agricoli; oltre al comando centrale della milizia nazionale forestale e l'azienda delle foreste demaniali, nel 1943 si aggiunse la direzione generale dei tesseramenti, dei prezzi e della statistica dei generi alimentari. Nel dopoguerra alla direzione generale della alimentazione subentrò l'alto commissariato dell'alimentazione alle dipendenze della presidenza del consiglio, mentre furono soppressi la direzione generale dei tesseramenti e il comando della milizia forestale. Fu ripristinato il corpo forestale dello Stato e furono istituiti un ufficio centrale per la pesca e la caccia e una direzione dei servizi forestali (d.l. 12 mar. 1948, n. 804), poi direzione generale dell'economia montana e delle foreste (l. 25 lu. 1952, n. 991). Presso il ministero è costituita l'azienda di Stato per le foreste demaniali – sorta nel 1910 –, fornita di personalità giuridica e regolata con l. 5 genn. 1933, n. 30, il cui statuto fu approvato con r.d. 5 ott. 1933, n. 1577; ulteriori norme sul suo funzionamento furono emanate con d.l.lgt. 26 ott. 1944, n. 379. Con l. 6 mar. 1958, n. 199, veniva ricostituita la direzione generale dell'alimentazione in seguito alla soppressione dell'alto commissariato per l'alimentazione presso la presidenza del consiglio. Successive disposizioni in materia alimentare furono emanate con l. 8 nov. 1961, n. 1247. Con d.p.r. 24 lu. 1977, n. 617, sono state soppresse: la direzione generale dell'alimentazione, le cui funzioni sono passate in parte alle regioni, in parte alla direzione generale degli affari generali e del personale; la direzione generale della bonifica e colonizzazione, le cui funzioni sono passate in parte alle regioni, in parte alla direzione generale dell'economia montana e delle foreste e alla direzione generale affari generali e del personale; la direzione dei miglioramenti fondiari e del personale le cui funzioni sono passate in parte alle regioni, in parte alla direzione generale dell'economia montana e delle foreste, alla direzione generale della produzione agricola e alla direzione generale degli affari generali e del personale. Fanno parte del ministero anche il consiglio superiore dell'agricoltura e delle foreste, istituito col decreto n. 489 del 1941 e il comitato speciale per la bonifica, istituito con d.c.p.s. 10 genn. 1947, n. 319.

BIBL.: C. DESIDERI, *L'amministrazione dell'agricoltura (1910-1980)*, Roma 1981.

ALTO COMMISSARIATO DELL'ALIMENTAZIONE

I servizi dell'alimentazione organizzati fin dal 1933 (r.d. 13 marzo, n. 674) nell'ufficio centrale dell'alimentazione, dipendente dalla direzione generale dell'agricoltura, vennero ristrutturati a seguito del r.d.l. 18 dic. 1939, n. 2222, del r.d. 16 giu. 1940, n. 906 – che creava la direzione generale dell'alimentazione per tutto il periodo della guerra e fino a un anno dopo la sua fine – e del r.d. 7 nov. 1941, n. 1376. Fino all'ottobre del 1943, i servizi in questione vennero ripartiti tra la direzione generale dell'alimentazione e quella del tesseramento, prezzi e statistica dei generi alimentari. Caduto il fascismo, il governo Badoglio creò un commissariato dell'alimentazione dipendente dapprima dalla presidenza del consiglio e poi dal febbraio 1944 dal ministero dell'agricoltura e foreste. Il d.l.lgt. 28 dic. 1944, n. 411 istituì l'alto commissariato dell'alimentazione che con d.lgt. 21 giu. 1945, n. 379, venne trasformato nel ministero omonimo per poi essere nuovamente costituito in alto commissariato con d.l.lgt. 22 dic. 1945, n. 838. L'alto commissariato, posto alle dipendenze della presidenza del consiglio, venne tuttavia retto *ad interim* fin dal 1951, dal ministro dell'agricoltura e foreste in carica. L'alto commissariato restò in vita fino all'entrata in vigore della l. 6 mar. 1958, n. 199, che istituì, presso il ministero dell'agricoltura e foreste, la direzione generale dell'alimentazione.

Archivio generale, bb. 639 (1944-1957, con docc. dal 1939). Elenco di versamento.

« Consorzi provinciali tra m[illegible]i (Consocarni e CO.PRO.MA) » 1939-1957, bb. 144. « Enti ed uffici già operanti [illegible] settore dell'alimentazione » 1940-1955, bb. 153. « Servizio razionamento e tesse[illegible]amento » 1941-1950, bb. 106. « Sezioni provinciali dell'alimentazione (SE.PR.AL.) » 1941-1943, bb. 47. « Svincolo del formaggio grana » 1944-1953, bb. 34. « Ufficio distribuzione cereali, farine e paste » 1940-1954, bb. 155. Sono tutti enti e uffici che operavano in periodo di guerra: le carte degli anni successivi riguardano le rispettive gestioni di liquidazione. Vedi anche Archivi diversi, Associazione nazionale consorzi provinciali tra macellai, p. 261.

RAGIONERIA CENTRALE

Archivio generale, regg. 235 (1927-1942).

« Copie mandati demanio e foreste » regg. 231. « Copie impegni azienda demanio e foreste » regg. 4.

AZIENDA DI STATO PER LE FORESTE DEMANIALI

Istituita con l. 2 giu. 1910, n. 277, con il nome di azienda speciale del demanio forestale dello Stato, passò successivamente attraverso tutti i ministeri che ebbero ad occuparsi della materia: ministero dell'agricoltura industria e commercio, ministero dell'agricoltura, ministero dell'economia nazionale, ministero dell'agricoltura e foreste. Con l'istituzione di quest'ultimo ministero nel 1929 assunse la denominazione di azienda di Stato per le foreste demaniali. Con r.d.l. 16 mag. 1926, n. 1066 fu istituita la milizia nazionale forestale soppressa nel 1944, cui furono attribuiti tutti i servizi dell'amministrazione forestale, sia centrali che periferici.

Archivio generale, bb. 37 (1930-1965). Elenco di versamento 1972.

Le carte si riferiscono all'attività degli uffici locali, a progetti di cantieri di rimboschimento e di lavoro, bilanci consuntivi. Per altra documentazione relativa alle foreste, vedi Ministero dell'agricoltura industria e commercio, Direzione generale dell'agricoltura, p. 98.

MINISTERO DELL'AGRICOLTURA INDUSTRIA E COMMERCIO

Istituito come organo dell'amministrazione centrale dello Stato sardo, con r.d. 22 ag. 1848[1], con il nome di ministero di agricoltura e commercio, fu abbinato al ministero della marina alla fine del 1850. Fu soppresso con r.d. 26 febbr. 1852[2], per considerazioni di origine liberista e per il contenimento della spesa pubblica: le sue attribuzioni passarono al ministero dell'interno (vedi anche AS Torino). Ricostituito e riorganizzato con r.d.

[1] *Raccolta regno Sardegna*, 1848, n. 795.
[2] *Ibid.*, 1852, n. 1348.

A.S. ANF.EGF

F 10

AGRICULTURE

(6 427 articles)

Les documents récents de la sous-série F10 proviennent des versements du ministère de l'Agriculture, les plus anciens des versements du ministère de l'Intérieur et aussi des triages opérés dans divers fonds des Archives nationales. Le classement de ces documents anciens, formant la tête de la sous-série, est par ailleurs très sommaire et l'exploitation de cette partie difficile en l'absence d'inventaire analytique.

On trouvera aussi beaucoup de documents sur l'agriculture dans les sous-séries F11 (subsistances) et F20 (statistique générale), notamment en ce qui concerne les enquêtes agricoles du XIXe siècle.

Alexandre LABAT.

REGISTRES

F10* 1A à 1C. Comité d'administration de l'agriculture : procès-verbaux. 1785-1787.

F10* 2 à 9. Commission d'agriculture et des arts : enregistrement des lois et arrêtés, délibérations, affaires de la section d'agriculture végétale. An II-an IV.

F10* 10 et 11. Conseil d'agriculture : procès-verbaux, mémoires adressés. An IV-an VI.

F10* 12 à 14. Bureau d'agriculture : lettres envoyées (an X-an XI) et mandats de paiement (an IV-an VI).

F10* 15 à 20. Bureau d'agriculture et 2e division de l'Intérieur : journal des dépenses. An VI-1814.

F10* 21. *Cote vacante* (article versé dans AD IV).

F10* 22A. Primes payées pour la destruction des loups. An V-an VI.

F10* 22B Statistique des animaux domestiques. An III.

F10* 23 à 89. Haras. 1678-1820.

23 à 51. Correspondance. 1700-1720 [illegible] an XIII.

52 à 56. Demandes d'emploi, comptabilité, chevaux en dépôt chez les particuliers. An IX-1815.

A.9. PRO

RECORDS OF THE EXCHEQUER
THE EXCHEQUER OF PLEAS*

The jurisdiction of the Exchequer as a court of common law was originally confined to matters directly concerning the King's revenue (see above, p. 47). But this definition was loose enough to secure to the officers of the Exchequer and their dependants the privilege (to which the Chancery and the King's Bench afford parallels) of pleading and being impleaded in their own Court and to enable any accountant at the Exchequer or anybody indebted to the Crown to sue in this Court upon a suggestion of *quominus*, that is, of his being 'the less' able to satisfy the Crown by reason of the cause of action he had against the defendant. By a fiction similar to that which ultimately opened the King's Bench to all kinds of personal actions, the application of the writ of *quominus* was eventually so far extended that practically everyone might institute in the Exchequer proceedings in any personal action and in ejectment. Although under the Statutes of Wales of 12 Edward I and the statutes of 27 and 34 Henry VIII establishing the Welsh courts it was claimed that the courts at Westminster had no power in Wales, the exemption was not applied to writs issued at the Exchequer. The Exchequer acquired a similar power of issuing writs into the Palatinates, the Cinque Ports, the Channel Islands and Ireland.

In spite of this wider area of jurisdiction the amount of businesss transacted at the Exchequer of Pleas was never as great as that done in the King's Bench or Common Pleas; and its plea rolls are correspondingly less bulky. This was due to deliberate policy: in the *Articuli super Cartas* (28 Edward I, c.4) it was enacted that 'no common pleas shall be henceforth held in the Exchequer contrary to the form of the Great Charter'; and the ordinances of 1323 forbade the Barons to hear pleas until after the apposal of accountants (see p. 69), or to hear any pleas without the King's special mandate or unless those pleas concerned the business of the Exchequer. In 1381, however, by Stat. 5 Ric. II, St. 1, c.9, the obligation to obtain the King's writ before a defendant could plead or sue his discharge in the Exchequer was abolished. Before the Uniformity of Process Act of 1832 (2 and 3 William IV, c.39), the Exchequer of Pleas differed from the other courts of common law at Westminster in having no procedure by original writ issuing out of the Chancery.

A special kind of suits more generally instituted in the Exchequer than in any other court of common law related to the payment of tithes. Actions to enforce such payment were cognisable by the ecclesiastical courts, but cases in which the right to demand tithes was in dispute between clergy and laymen were determined by the King's courts of common law.

The Clerk of the Pleas, the prothonotary of the Court, was appointed by the Chancellor of the Exchequer. In later times the duties of the office were performed by a deputy, who was usually known as the Master of the Office of Pleas. Under him were four sworn clerks each of whom was entitled to have not more than four minor clerks (called side clerks) in his division. These sworn and side clerks formed a close corporation, and until 1832 no actions could be brought in the Court except by employing them as attorneys.

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*See Hilary Jenkinson and Beryl E. R. Formoy (ed.), *Select Cases in the Exchequer of Pleas*, Selden Soc. 48, 1932.

A.13. BA

N 71

Hofmiller, Hermann
15. 8. 1917—16. 8. 1944
Major
Tagebuchaufzeichnungen und Unterlagen amtlicher Herkunft über die Feldzüge in Polen, Frankreich, der Sowjetunion und Rumänien.

23 Nrn 1939—1944

NL 8

Hohenlohe-Schillingsfürst, Alexander Prinz zu
6. 8. 1862—16. 5. 1924
MdR (Deutsch-Konservative Partei, 1893—1903)
Familienpapiere, Korrespondenzen und Unterlagen zur politischen Tätigkeit auch als Legationsrat im Auswärtigen Amt (1895—1898) und Bezirkspräsident in Colmar/Elsaß; Presseartikel aus der Schweiz während des 1. Weltkrieges.

79 Nrn (2 lfm) 1877—1920

Alexander v. Hohenlohe, Aus meinem Leben, Frankfurt/Main 1925

NL 7

Hohenlohe-Schillingsfürst, Chlodwig Fürst zu
31. 3. 1819—6. 7. 1901
Bayerischer Ministerpräsident (1866—1870), MdR (1868—1881, Liberale Reichspartei/Deutsche Reichspartei), Reichsstatthalter von Elsaß-Lothringen (1885—1894), Reichskanzler (1894—1900)
Persönliche und familiäre Unterlagen; umfangreiche Korrespondenzen, Tagebücher, Akten vor allem aus der Tätigkeit als bayerischer Ministerpräsident, Abgeordneter, Botschafter in Paris (1879—1880), Reichsstatthalter und Reichskanzler; Materialien zur Vermögens- und Güterverwaltung. Weitere Unterlagen im Zentralen Staatsarchiv in Potsdam.

1861 Nrn (12 lfm) 1824—1901

Denkwürdigkeiten des Fürsten Chlodwig zu Hohenlohe-Schillingsfürst, hrsg. v. Friedrich und Karl Alexander von Müller, 3 Bde., Stuttgart/Leipzig 1907/1931
Wilhelm Seydler, Fürst Chlodwig zu Hohenlohe-Schillingsfürst als Statthalter im Reichslande Elsaß-Lothringen 1885-1894, Frankfurt/Main 1929
NDB 9, S. 487 ff.

565

A.14. AN.F.EGF

299 AP. Papiers Grandjean.

1. Fonctions militaires du général d'Empire Balthazar Grandjean (1760-1824). 1795-1820.

300 AP. Archives de la Maison de France (branche d'Orléans).

I 1 à 2634. Fonds de Dreux : affaires personnelles, comptes, seigneuries et biens de la maison d'Orléans et des familles alliées, liste civile et domaine privé. XII^e-XX^e s.

Première série.

1 à 122. Papiers de famille des ducs et princes d'Orléans depuis Gaston d'Orléans jusqu'à Louis-Philippe. Successions. XVII-XIX^e s.

123 à 214. Administration centrale des domaines et biens de Louis-Philippe, duc d'Orléans et roi des Français.
Conseil, dépenses de maison, forêts, comptabilité. XIX^e s.

215 à 327. Domaines d'Anet, Bû, Dreux, le Raincy, Sorel. XII^e-XX^e s.

328 à 668. Domaines d'Albert, les Andelys, Armainvilliers, d'Auge, Aumale, Beaugency, Bretagne, Breteuil, Brie-Comte-Robert, Bruadan, Carignan, Châteauneuf-en-Thimerais, Civry, Cotentin, principauté des Dombes, Dourdan, Flandre (Avesnes), et Picardie (Albert), Gisors, Ivry et Garennes, la Fère, Lamballe, Lanvaux, Lépaud, Lyons-la-Forêt, Neuilly, Pacy, Pont-l'Évêque, Romorantin, Roncheville, Sommières, Tournan, Valois, Vendôme, Vernon et Bizy, Villers-Cotterêts et divers. XIV^e-XX^e s.

669 à 745. Domaines de la Ferté-Vidame, Amboise, Joinville, Arc et Châteauvillain, Saint-Dizier, Montpensier et Randan. XIV^e-XIX^e s.

Deuxième série.

746 à 922. Papiers de famille et d'affaires depuis Philippe I^er d'Orléans, et des familles collatérales et alliances. Conseils des princes. Successions. XVII^e-XIX^e s.

923 à 941. Divers et copies d'actes royaux anciens. XIII^e-XVII^e s.

942 à 1341. Successions et papiers personnels de Louis-Philippe, Marie-Amélie et des princes de la maison d'Orléans. Administration et comptabilité. Liquidation générale de 1852. XIX^e s.

1342 à 1903. Affaires générales des domaines, titres de propriété, plans. XVII^e-XIX^e s.

Troisième série.

1904 à 2145. État civil de la Maison d'Orléans, papiers de famille et d'administration. Pensions, secours, affaires diverses des domaines, titres de propriété, plans. XIV^e-XIX^e s.

Quatrième série.

2146 à 2234. Successions de Louis-Philippe, de Madame Adélaïde, titres de famille, administration centrale, comptabilité, allocations, secours, subventions. XIX^e s.

2235 à 2299. Domaines d'Amboise, Arc et Saint-Dizier, Chantilly, Aumale, Guise, Clermont et Nointel, Dreux, hospice d'Enghien à Paris, la Ferté-Vidame, Neuilly, Randan, Sandrowo (Bulgarie). Plans. XIX^e s.

d) *Descripción de sus fondos.*

ORDEN DE SANTIAGO.

El núcleo principal de los documentos procedentes de esta Orden es el constituido por su *Archivo General*, más conocido por el nombre de Archivo de Uclés, ya que fue en este célebre castillo santiaguista donde estuvo radicado. Lo componen 372 legajos divididos en dos grupos bien diferenciados. Los 48 primeros contienen la documentación relativa a la Orden en general: bulas pontificias y privilegios reales concedidos a la misma, elecciones de maestres y priores, cuentas del tesoro, actas de los capítulos generales, inventarios de bienes, libros de visitas, tomas de hábitos, asuntos jurisdiccionales, etcétera. Los restantes legajos contienen los documentos referidos en concreto a las encomiendas, prioratos, conventos, colegios, iglesias, hospitales, vicarías, etc., dependientes de la Orden. La lista completa por orden alfabético de todas las encomiendas, prioratos, etc., puede verse en la *Guía* de la Sección, que se cita en la Bibliografía. Ambos grupos tienen documentos de los siglos XII a XIX.

De este archivo se han desglosado las pruebas de nobleza, que, unidas a las guardadas por el Real Consejo de las Ordenes en su propio archivo, forman hoy la serie de expedientes reseñada más adelante.

Existen dos inventarios manuscritos del archivo de Uclés, todavía manejables. Uno, redactado por don Juan Antonio Fernández a finales del siglo XVIII, en tres volúmenes, del que sólo se conservan los dos últimos, y otro del año 1821.

Al de Uclés sigue en importancia el *Archivo de San Marcos de León*, con la documentación relativa a los asuntos y propiedades de la Orden en León, Extremadura y Galicia. La clasificación de los documentos en este fondo responde a la categoría de los mismos. Se han hecho tres series: una de reales, con 102 diplomas de los años 1118 a 1754; otra de

eclesiásticos, con 150 comprendidos entre 1159 y 1759; y la tercera de particulares, con 705, de 1003 a 1695. Además, hay ocho legajos de papeles varios y libros de la Edad Moderna. De este fondo de San Marcos hay un inventario manuscrito del año 1837.

Los *Archivos de Sancti Spiritus de Salamanca, Santa Fe de Toledo* y *Santa Cruz de Valladolid* contienen escasa documentación, la mayor parte moderna y con un carácter local muy marcado, por lo que su interés es también limitado. En total son 75 legajos.

La *Serie de expedientes de pruebas de nobleza* es extraordinariamente valiosa, por las razones ya apuntadas en otro párrafo. Como las de las otras Ordenes, está formada por los expedientes de los caballeros que pretendían vestir el hábito de Santiago y los de religiosos y religiosas profesos en la Orden, más los incoados con motivo de los casamientos de los caballeros. Se completa la serie con los vulgarmente llamados expedientillos o expedientes limitados a la parte pública de la prueba, de interés porque completan la serie de aquéllos, y las datas o concesiones de hábitos por los monarcas.

La serie completa de esta Orden consta, incluidos expedientillos, datas de hábitos e informaciones para casamientos, de 33.129 documentos relativos a caballeros, 344 a religiosos profesos y 846 a religiosas santiaguistas.

Forman parte de esta serie, además, diez volúmenes manuscritos con las genealogías de los caballeros desde 1501 a 1865 y sendos cuadernos con las de las señoras enlazadas por matrimonio con los caballeros (años 1801 a 1831) y con las de religiosas santiaguistas (años 1801 a 1862).

Los expedientes de caballeros están ordenados alfabéticamente y su catálogo publicado. De las series de expedientillos y datas de casamientos y de religiosos existen índices manuscritos en cédulas ordenadas alfabéticamente por apellidos. De la serie de religiosas hay un inventario manuscrito.

A.11. E

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A.12. ACS

« D'Azeglio Massimo e Luisa » 1847-1848: lettere in copia. « Rapporti politici » 1848-1855. « Finocchiaro Aprile Camillo » 1868-1911: lettere in copia.

ARCHIVI DIVERSI

Gli archivi degli enti pubblici estinti sono stati versati dall'Ufficio liquidazioni degli enti pubblici del ministero del tesoro.

BIBL.: *Gli enti pubblici italiani, anagrafe, legislazione e giurisprudenza dal 1861 al 1970*, Introduzione di A. MORTARA, Milano 1972.

Congressi operai, bb. 6 (1871-1872). Inventario.

Comitato centrale esecutivo per il pellegrinaggio nazionale alla tomba di Vittorio Emanuele II, bb. 16 (1884).

Inchiesta sulla società contro l'accattonaggio di Roma, reg. 1 (1904-1912).

La società era stata eretta in ente morale con r.d. 31 ott. 1904, n. 466, che approvava lo statuto della società del 2 agosto 1904.

Comitato parlamentare veneto per l'assistenza ai profughi di guerra, bb., pacchi e regg. 154 (1915-1918).

Costituito per iniziativa dei senatori e parlamentari veneti, ebbe riconoscimento giuridico, ai sensi del d.lgt. 25 lu. 1915, n. 1142, con provvedimento 7 febbr. 1918 del prefetto di Roma, avendo il comitato sede a Roma, nel palazzetto Venezia. Ne era presidente l'on. Luigi Luzzatti.

Ufficio per le notizie alle famiglie dei militari di terra e di mare, bb. 784, pacchi 12, regg. 203 e schedario (1915-1918): « Carteggio dell'ufficio centrale ».

Sorto per iniziativa femminile – ne era presidente Liana B. Cavazzasi – proponeva di raccogliere in modo sollecito e completo « tutte le tristi notizie riguardanti i combattenti, ordinarle prontamente in appositi schedari, da porsi a disposizione delle famiglie ». La assenza di notizie dallo schedario doveva essere motivo di tranquillità per i familiari del combattente. Articolato per i militari di terra in un ufficio centrale in Bologna, uffici di sezione nelle sedi dei dodici comandi territoriali di corpo d'armata e inoltre a Catanzaro, Cagliari, Venezia e Udine, uffici di sottosezioni e uffici o gruppi di corrispondenza. Per i militari di mare c'era un ufficio centrale a Roma, tre sezioni a Brindisi, La Maddalena e Tropea e presso le sezioni del ramo militare di terra.

BIBL.: *Note sulla costituzione e sul funzionamento dell'Ufficio per le notizie alle famiglie dei militari di terra e di mare*, Bologna 1916.

Opera nazionale per gli invalidi di guerra (ONIG), bb. e regg. 803 (1917-1956). Elenco di versamento.

Il s'y ajoute enfin, acquise en 1950, la correspondance reçue de Versailles par d'Aguesseau, qui fut intendant du Languedoc durant les dernières années du ministère de Colbert. La collection de dossiers provenant du bureau des États se retrouve, à peu près identique, pour d'autres provinces : Bretagne, Bourgogne, Provence et, à un moindre degré, pour l'Artois.

Des anciens bureaux du Contrôle général proviennent en outre un ensemble de documents qui concernent en bloc les généralités du royaume : états et correspondances classés par les commis du Contrôle général dans un ordre approximativement méthodique. Parmi eux, notamment, un groupe de dossiers élaborés ou recueillis par l'administration des haras durant la seconde moitié du XVIII[e] siècle, un autre intéressant l'agriculture, avec les copies des lettres envoyées en la matière par le Contrôle général dans les années qui précèdent la Révolution, des projets, premières minutes ou copies d'arrêts du Conseil d'État concernant les affaires les plus diverses, une collection des mémoires rédigés par les intendants sur les généralités du royaume au début du XVIII[e] siècle, avec des pièces annexes, enfin des documents relatifs aux municipalités, aux établissements religieux, aux collèges du royaume, des documents comptables, etc. Toutefois, cette partie de la sous-série H¹ fournit le plus souvent des *Varia* plutôt qu'une documentation continue, et les vastes domaines que constituent la comptabilité générale (qu'intéresse une collection de registres versée dans la série P), l'agriculture et les subsistances, le commerce, l'industrie, les mines, les ponts et chaussées ne trouvent ici qu'un faible complément du contenu des sous-séries F⁴, F¹⁰, F¹¹, F¹², F¹⁴, F²² et F³⁰, dans lesquelles subsistent plusieurs ensembles de papiers constitués par les bureaux du Contrôle général au cours du XVIII[e] siècle.

Jean-Paul LAURENT.

I. DOCUMENTS GROUPÉS PAR PAYS OU GÉNÉRALITÉS.

H¹ 1 à 5. Alsace (1). 1764-1790.

1. Administration de la province et convocation des États généraux. Correspondance adressée à ce sujet à Puységur et à La Tour du Pin, ministres de la guerre, 1788-1790. Impositions : pièces, tableaux, 1789-1790. Commission intermédiaire : comptes des revenus d'Alsace par elle adressés à Necker, 1789.
2. Correspondance adressée à Necker au sujet de l'établissement des municipalités. 1789.
3. Conseil souverain de Colmar : correspondances, mémoires, pièces, arrêts à son sujet. 1767-1789.

4 et 5. Haras : mémoires, comptes, correspondance, procès-verbaux. 1764-1789.

(1) Voir aussi H¹ *67, 1639 et 1641.

H¹ 6¹ à 7⁵. Amiens (Généralité d'). 1739-1790 (1).

6¹, 6² et 7¹. Affaires municipales : Abbeville, Amiens (affaire du Sr Bourgeois), Beauvais, Saint-Quentin (affaire des cabaretiers; mémoires divers sur la ville), 1752-1789. Haras, 1778-1790.

*7² à *7⁵. Recette générale : registres journaux du receveur général Masson de Maisonrouge, 1739, 1751, 1753, 1755.

H¹ 8 à 67. Artois. [1208] 1686-1791.

8 à 38, 42 à 46, 51. États d'Artois : don gratuit, 1686-1774; cahiers (1704-1774) et assemblées (1730-1790); exemption de subsides, aide extraordinaire, impositions, abonnement, 1698-1791; navigation de la Scarpe, 1712; francs-fiefs, 1714-1716, 1724, 1738; faux-saunage, 1723-1724; approvisionnement des troupes, 1737-1750; entretien de la milice, 1743-1744, 1761-1762; ferme des eaux-de-vie d'Artois, 1745-1749; contestations entre les États et les habitants de Bonningues, 1208-XVIIIe s.; rivières (Canche, Ternoise) et canaux, 1764, 1779-1780, 1786-1787; chemins, 1786-1789; épizootie de 1776, etc.

39. Affaires municipales, marc d'or des octrois des villes (Aire, Arras, Bapaume, Béthune, Labourse, Fampoux, Fruges, Hamelincourt, Hénin-Liétard, Hesdin, Lens, Lille, Lillers, Pernes, Saint-Omer, Saint-Pol, Saint-Venant, Witternesse). 1774-1790.

40. Affaire dite de l'Impotement des bières. 1551-1741.

41 et 54. Conseil provincial institué par Charles Quint; officiers; arrêts extraits des registres de ce Conseil. 1530-1756.

47 et 48. Travaux publics. 1728-1791.

49. Affaires litigieuses de communautés religieuses et de municipalités (Lillers, Vitry, Saint-Aubert, abbaye du Verger, Aire, Béthune, Saint-Omer, Saint-Pol). 1770-1790.

50. Conseil supérieur d'Artois. 1760-1775 (Cf. H¹ 35).

52 et 53. Affaires diverses relatives aux droits et impositions de l'Artois. 1726-1741.

55 à 64. *Idem*. 1698-1791.

*65 et *66. Affaires, renvoyées au Bureau des pays d'États, concernant l'Artois, Lille, Douai et Orchies, Cambrai. 1777-1791.

*67. Enregistrement de la correspondance du même Bureau concernant les pays d'États suivants : Artois, Flandres, Douai et Orchies, Hainaut, Cambrai, Navarre, Béarn et Bigorre, ainsi que l'emprunt de Strasbourg. 1761-1776.

H¹ 68 à 76². Auch (Généralité d'). [1243] 1610-1792 (2).

68 et 69. Administration générale et imposition, affaires militaires et casernements, hôtel de l'intendant, affaires municipales de Tarbes, travaux publics, épizootie, 1760-1792; mines du Couserans, emprunts, haras, instances des communautés : Ardiège en Nébouzan, Bazordan (cf. aussi H¹ 82), Bordères-en-Bigorre, Merlheu et Saint-Clar (Gers), 1696-1790.

(1) Voir aussi H¹ 1438, 1457, 1588⁷A.
(2) Cf. H¹ *67, 1155 à 1160, 1173 à 1177.

Under the Judicature Act of 1873 the Exchequer of Pleas ceased to exist as a distinct court of law and became a division of the Supreme Court. By order in Council of 16 December 1880 its jurisdiction was finally merged in that of the new Queen's Bench Division of the same Court.

Affidavits, General (E. 1). 1830 to 1875. 42 bundles.

Only such affidavits as relate to title or are of material interest are preserved.

Appearance Books (E. 2). 28 Elizabeth I to 2 George I. 35 volumes.

These give the dates of entry of appearance by defendants with the names or initials of the attorneys.

Attorneys' Oath Rolls (E. 3). 1830 to 1872. 10 rolls.

These include a roll of Roman Catholics (1831 to 1837) and another of Quakers (1831 to 1835) admitted as attorneys.

Books of Attorneys (E. 4). 1830 to 1855. 3 volumes.

These give the place of abode and date of admission or enrolment.

Bills and Writs (E. 5). 3 Edward III to 1855. 209 bundles.

Before 1660 these consist of the original files of bills and writs of the Court. After 1660 they contain the writs of *elegit* with the inquisitions taken upon them, writs of possession and a few miscellaneous writs and returns, depositions, etc., copies of declarations in ejectment with the affidavits of service thereof, and certain other miscellaneous documents, all arranged in counties.

The class also includes down to 1810 the bills of necessaries supplied to the Court by the chief usher. These bills were allowed by the Treasurer or the Chancellor of the Exchequer, and the writs of *liberate* for the payment of them, as well as of the fees for the summons of the Pipe, for the carriage of writs, for the green wax and the great seals, were made out in the Office of Pleas three time in the year.

Depositions (E. 20). 1853 to 1879. 17 bundles.

Proceedings in Ejectment (E. 7). 1778 to 1849. 32 bundles.

These consist of affidavits on motion in court in ejectment, 1778 to 1837, and declarations in ejectment with affidavits annexed, 1838 to 1849.

Jews' Plea Rolls (E. 9). 3 Henry III to 15 Edward I. 60 rolls.

The Justices of the Jews exercised jurisdiction civil and criminal, in all affairs between Jews or the Jewish Community on the one hand and the Crown or Christians on the other. The pleas recorded in these rolls frequently relate to the contents of the *archae* or chests kept in certain specified towns in which were deposited the chirographs or counter parts of deeds recording loans made by Jews to Christians. The rolls also contain memoranda of proceedings with regard to the custody of these *archae* and to regulations respecting the Jews.

TRANSCRIPT. Selections in J. M. Rigg (ed.) *Select Pleas, Starrs, etc. of the Jewish Exchequer*, Selden Soc. 15, 1902.

CALENDAR. 1218 to 1277. *Calendar of the Plea Rolls of the Exchequer of the Jews*, Jewish Historical Soc., Vols. I-III, 1905-1929.

Minute Books (E. 11). 1657 to 1830 and 1853 to 1876. 102 volumes.

These contain minutes of the rules made in court which were entered in full in the Order Books before 1811 and after that year in the Rule Books.

Miscellanea 'B' (E. 19). 1703 to 1855. 6 bundles.

Miscellanea and sittings papers (unarranged).

. A.10. ANF.EGF

SÉRIE H

ADMINISTRATIONS LOCALES ET COMPTABILITÉS DIVERSES

H¹. Pays d'États. Pays d'Élections. Intendances.
H². Bureau de la Ville de Paris. Intendance et Généralité de Paris.
H³. Ancienne Université de Paris et collèges.
H⁴. Péages.
H⁵. Établissements religieux.

La série H est un ensemble hétérogène composé de plusieurs fonds dont la réunion sous une même lettre de série n'est pas antérieure à la seconde moitié du XIXe siècle (1).

H¹. PAYS D'ÉTATS. PAYS D'ÉLECTIONS. INTENDANCES
(2 117 articles, cotés 1 à 1713, dont 450 registres)

Cette première sous-série, noyau initial de la série H, est formée de plusieurs groupes d'articles, dont la plupart rassemblent des dossiers du Contrôle général des finances recueillis en 1790 par le ministère de l'Intérieur. Aux fonds provenant du bureau chargé au Contrôle général de la correspondance avec les pays d'États sont adjointes des collections de dossiers concernant l'une ou l'autre des généralités et, en somme, presque toutes les circonscriptions d'intendances (2); ces collections sont d'étendue, d'ailleurs, fort diverse.

L'ensemble, prolongement naturel du fonds qui constitue la sous-série G⁷, fournit des renseignements sur tous les aspects de l'administration et sur le gouvernement intérieur du royaume principalement au XVIIIe siècle. La province le mieux représentée est sans doute le Languedoc. Deux fonds le concernent, qui sont complémentaires l'un de l'autre et ont été juxtaposés : le premier, dans l'ordre des cotes, est une collection qui fut acquise en 1846 d'un membre de la famille de Claude de Carrière, dernier secrétaire des États de Languedoc; elle contient, entre autres documents de grand prix, les procès-verbaux des États de 1515 à 1789, sans autres lacunes importantes que celles qui concernent le XVIIe siècle et la première moitié du XVIIIe. Le second est la collection des dossiers relatifs au Languedoc constituée par le bureau des États au Contrôle général.

(1) Les cotes de la série H dont le chiffre est précédé d'un astérisque désignent des registres.
(2) Il ne s'y trouve pas de groupes de dossiers intéressant spécialement les généralités de Riom e. de Limoges ni les trois généralités normandes. Pour ces dernières, voir toutefois H¹ 1412, 1588⁷A et *1588⁷B, *1588¹⁸A et 1588¹⁸B, 1588⁴⁴ et 1666; pour celle de Limoges : 1588²⁸ à 1588²⁹C, *1688 à *1689.

A.15. BA

zialwesen, Arbeitsverwaltung sowie über Fragen der Kommunalverfassung und Selbstverwaltung. Dabei befinden sich auch die Handakten des Landrats Heinrich Treibert, Kassel, eines Mitbegründers des Deutschen Landkreistages nach dem 2. Weltkrieg.

90 lfm 1947–1976

Die Selbstverwaltung. Organ des Deutschen Landkreistages, 1947 ff., ab 1959 ff.: Der Landkreis

SPORT

B 185

Organisationskomitee für die Spiele der XX. Olympiade München 1972

Das am 3. 7. 1966 in München gegründete *Organisationskomitee der XX. Olympiade München 1972 e.V.*, ab 25. 2. 1968 Organisationskomitee für die Spiele der XX. Olympiade München 1972 e.V. (OK) hatte unter Leitung des Präsidenten des Nationalen Olympischen Komitees für Deutschland Willi Daume die XX. Olympischen Sommerspiele vom 26. 8. bis 11. 9. 1972 in München, Augsburg und Kiel vorzubereiten und durchzuführen.

Das im Bundesarchiv verwahrte Archivgut umfaßt neben Drucksachen, Plänen und Rissen, Plakaten, Fotos und Dias Schriftgut des Generalsekretariats und folgender Abteilungen: Finanzen, Recht, Verwaltung, Protokoll, Koordination, Sport, Olympisches Dorf, Jugendlager und Fackellauf, Kultur, Presse, Werbung, Verkehr, Betreuungs- und Ordnungsdienst, Technik, Visuelle Gestaltung, Außenstelle Kiel, Ordnungsbeauftragter. Hinzu kommen Unterlagen über die Beziehungen zum Internationalen Olympischen Komitee und über andere Olympische Spiele.

3537 Nrn (220 lfm) und 114 Filmkassetten 1966–1973 (– 1976)

Die Spiele. Der offizielle Bericht, hrsg. vom Organisationskomitee für die Spiele der XX. Olympiade München 1972, 3 Bde., München 1972
Offizielles Standardwerk des Nationalen Olympischen Komitees für Deutschland. München 1972, Stuttgart 1972

453

A. 16. ANF.EGF

Mi MICROFILMS DE COMPLÉMENT 373

356 Mi 1 à 3. Papiers Bécheau-Lafonta. 1702-1735.

Documents provenant de la famille de La Rochette et concernant la région d'Uzès (Gard).

357 Mi 1 à 26. Archives de la Société d'Agriculture, Commerce, Sciences et Arts de la Marne, déposées aux Archives départementales de la Marne, à la Bibliothèque de Reims, et à la Bibliothèque de Châlons.

Actes de fondation, procès-verbaux des séances et correspondance de l'Académie de Châlons, de 1768 à 1790. Originaux des mémoires reçus sur les questions mises au concours de 1777 à 1790 et portant sur la morale, l'éducation, l'économie, la justice, l'administration, le travail, etc.

358 Mi° 1 à 44. Papiers du général Gaspard-Hilarion Fornier d'Albe (1769-1834), colonel pendant la campagne d'Égypte, commandant supérieur d'Augsbourg et de Stuttgart, gouverneur de Custrin sur l'Oder (articles 273 à 333 du chartrier de Clausonne, conservé au château de Clausonne à Meynes, dans le Gard).

1 et 2. Inventaire, et articles 273 à 277 : papiers personnels. 1788-1834.

2 (fin) et 3. Articles 278-279 : Mémorial, campagne d'Égypte, Allemagne. An VI-1814.

3 (fin). Article 280 : Pyrénées. 1791-an V.

3 *bis*. Articles 281 : Égypte, an VI-an VII et 282 : Armée du Rhin, Augsbourg, an VIII-an IX.

4 à 6. Articles 283 à 290 : Stuttgart. An IX.

6 (fin). Article 291 : Boulogne. An XIII.

7. Articles 292-293 : Grand État-Major. An X-1810 et an XIV-1806.

8 à 22. Articles 294 à 310 : Custrin. 1810-1814.

23 et 24. Articles 311 à 315 : ministère de la Guerre; affaires diverses.

24 (fin) à 41. Articles 316 à 329 : correspondance privée. 1800-1834.

42 à 44. Articles 330 à 333 : notes diverses sur Napoléon, la Révolution, etc.

359 Mi° 1. Collection du colonel Puymoyen.

Correspondances adressées au général Grenier, an IV-1814 et au général Dumont, 1854-1889. Documents sur la guerre de 1914-1918 (Tranchée des baïonnettes, etc.), et sur les opérations en 1939-1940 (13e Groupe de reconnaissance).

360 Mi° 1 à 314 (306 AP). Chartrier de Castries : chartrier de la maison de Bonnières de Guines (Artois, Flandre et Hainaut) et de familles alliées, conservé au château de Castries (Gard).

APPENDIX B

REGLES DE PRESENTATION MATERIELLE

■ Présentation générale du volume

Le format traditionnel et le plus adapté à une consultation facile est l'in-8°. L'in-4° peut être utilisé dans le cas de l'emploi de procédés d'impression moins élaborés que l'impression traditionnelle (offset ou ronéographie) que l'évolution des procédés techniques et les conditions économiques rendent de plus en plus usités. Toutefois, en raison de la large diffusion qui est la vocation même d'un guide on préférera l'impression qui permet la meilleure présentation.

Il est également possible de doubler l'édition d'un volume traditionnel d'une édition sous forme de microforme.

■ Problème des mises à jour

Un guide est constitué de parties permanentes et de parties sujettes à mises à jour périodiques au fur et à mesure de l'entrée des versements et de l'avancement des travaux menés dans les archives. Il est donc indispensable de ne pas le considérer comme un instrument de recherche établi une fois pour toutes, mais comme un état à jour à la date de sa rédaction et immédiatement susceptible de précisions et d'enrichissements.

Le problème des mises à jour doit donc être envisagé : deux solutions sont à cet égard possibles :

- Editions successives de l'ensemble du volume ;

- Edition dès l'origine sur feuillets mobiles permettant des mises à jour plus fréquentes et moins coûteuses.

Dans tous les cas cette tenue à jour permanente postule une grande rigueur de la part du service d'archives et doit aider à la planification du travail archivistique.

■ Structure du volume

La hiérarchie des titres et sous-titres doit être le reflet exact du plan de l'ouvrage. On rappelle qu'il convient d'éviter les subdivisions trop nombreuses qui compliquent la présentation et qu'un système de subdivision à quatre degrés doit être considéré comme un maximum à ne pas dépasser.

La cohérence recherchée au niveau de la conception et de la rédaction de l'instrument de recherche se traduit matériellement par l'unité de sa présentation qui doit être identique d'un bout à l'autre de l'ouvrage.

.../...

■ Typographie et mise en page

Le choix de la typographie est à opérer avec l'imprimeur compte tenu de ses possibilités matérielles. La règle de base pour le choix des caractères est que la hiérarchie de ceux-ci doit refléter exactement la hiérarchie des différentes parties du texte ; un titre principal doit toujours être composé en caractères plus importants que les sous-titres qu'il recouvre.

Les petits caractères seront réservés aux développements qui sortent du strict cadre de la description générale des fonds pour fournir des précisions ponctuelles, comme la signalisation d'un document particulier.

L'italique sera utilisé pour les citations bibliographiques et pour les noms de lieux dans un index.

En ce qui concerne la mise en page, la règle générale est que chaque partie de l'instrument de recherche commence en page impaire ; il est souhaitable que, pour chaque partie, des pages de titre individuelles permettent une présentation plus aérée (introduction, notices descriptives, appendices, index) ; le verso de ces pages de titre demeure blanc.

Enfin, le guide peut avantageusement être pourvu d'un titre courant qui est normalement constitué par le rappel du titre du chapitre.

On se reportera à l'exposé qui en est fait plus haut au § 2.2.-3.7. et, à titre d'illustration, aux citations de l'appendice C.

APPENDIX C

BIBLIOGRAPHIE

Pour une vision plus générale des problèmes posés par les instruments de recherche, il convient de se reporter à : Bibliographie internationale d'archivistique, vol. XXV d'Archivum (1978), la présente bibliographie regroupant un certain nombre de titres concernant uniquement les guides d'archives. Ces titres sont classés dans l'ordre alphabétique des auteurs.

Archivverzeichnisse (Beständeplan und -übersichten, Bestands- und Themeinventare) ; Verwaltungsform und Archive. Referate der 3. Fachtagung der rheinland-pfälzischen u. saarländischen Archivare in Speyer /.../ 1974. Koblenz, 1975, 127 p. (Veröff. aus rheinland-pfälzischen u. saarländischen Archiven. Kleine Reihe, H. 4.).

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L'évolution des instruments de recherche. Synthèse des débats des réunions régionales de l'Association des archivistes français en 1972. Gazette des Archives, 79, 1972, p. 255-260.

Gracy, David B. Archives and Manuscripts, Arrangement and Description. Chicago, 1977 (Basic Manual Series).

Heredia Herrera, Antonia. Manual de instrumentos de descripcion documental. Séville, 1982, 104 p.

.../...

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